

## 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  
 James E. Owen

Department Phone: (415) 883-2211, Ext. 8518

### 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.

#### Application procedure:

1. File an application for admission with the College of Marin.
2. Late applicants will receive consideration on a wait-list basis.

Requirements			Units
<b>First Semester</b>			
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	116	Introduction to Personal Computers and Operating Systems	1-1/2
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)

**39. Selected Topics (Nondegree Applicable). (1/2-6)** (Please see Selected Topics category.)

**90. Machine and Metals Careers: A Hands-On Workshop. (1)** *(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.

**97. Machine Trades Math. (2)** *(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.

**99. Internship in Machine and Metals. (1 1/2)** *(No prerequisite. Corequisite: Machine and Metals Technology 90. Nine lecture and fifty-four internship hours total.)*

In this course students learn job search methods, conventions and expectations in the workplace, composition of essential job-search documents such as cover letters and resumes, creation of traditional and electronic portfolios, and interview techniques. In addition, in the lab component of the course, students undertake an on-site experience (internship) in a business that corresponds to the subject matter taught in Machine and Metals Technology 90.

**110. Machine Tool Technology I. (6)** *(No prerequisite. Two lecture and twelve laboratory hours weekly.)*

Fundamental theory and application of machine shop tools and industrial power equipment. Introduction 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. May be taken three times for credit. (CSU)

**111. Machine Tool Technology II. (6)** *(Prerequisite: Machine and Metals Technology 110. Two lecture and twelve laboratory hours weekly.)*

Study and practice in the technology of metal machining, introduction to the design of machines and cutting tools, manufacture of machine parts requiring increased skills, theory of basic metallurgy, introduction to production processes and production machines. May be taken three times for credit. (CSU)

**120. Machine Technology I. (3)** *(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)

**121. Machine Technology II. (2)** *(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)

**130-131. Welding I and II. (2-2)** *(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.)*

**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)

**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)

**139. Selected Topics. (1/2-6)** *(Please see Selected Topics category.)* (CSU w/limit)

**140. Intermediate Machine Tool Processes. (4)**

(No prerequisite. Advisory: Machine and Metals Technology 120. Two lecture and six laboratory hours weekly.)

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)

**145. Computer Numerical Control**

**Machining/Mill. (3)** (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)

**155. Computer Numerical Control**

**Machining/Lathe. (3)** (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)

**165. Blueprint Reading for the Machine Trades. (2)** (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)

**220. Machine Tool Technology III. (7)**

(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)

**221. Machine Tool Technology IV. (7)**

(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. Cylindrical grinding, tool and die making, incorporating advanced production processes with CAD-CAM capabilities. May be taken three times for credit. (CSU)

**230. Advanced Welding. (2)** (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)

**240. Advanced Machine Tool Processes. (4)** (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)

**249. Directed Study. (1-3)** (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)

**250. Applications of Machine Tool Technology.**  
(2) (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

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**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

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Accountant	Manager, Information Science
Actuary	Market Research Analyst
Appraiser/Assessor	Mathematical Technician
Bookkeeper	Mathematician
Budget Analyst	Operations Research Analyst
Buyer	Programmer
Carpenter	Purchasing Agent
Claims Adjuster	Research Assistant
Computer Applications Engineer	Revenue Agent
Cost Estimator	Statistician
Credit Analyst	Stockbroker
Demographer	Systems Analyst
Electronics Technician	Teacher
Engineering Technician	Teller
Financial Analyst	Wage & Salary Administrator
Insurance Underwriter	Weight Analyst
Loan Officer	

### Faculty

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Maula Allen  
Joaquin Armendariz  
Ted Bright  
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

### Suggested Transfer Preparation

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Major requirements are subject to change. Please consult the latest catalog of the school you plan to attend and meet with a College of Marin counselor. Updated information is available at [www.assist.org](http://www.assist.org), a statewide repository of articulation and student transfer information.

Lower division major requirements for upper division standing at:

**San Francisco State University**  
Mathematics B.A.  
*Math 123, 124, 223*

**Sonoma State University**  
Mathematics B.A. and B.S.  
*Math 123, 124, 223*

**University of California, Berkeley**  
*Math 116, 123, 124, 223, 224*

**University of California, Davis**  
Mathematics B.A.  
*Computer Science 230*  
*Math 116, 123, 124, 223, 224*

Mathematics B.S.  
*Math 116, 123, 124, 223, 224*

*Choose according to plan selected:*

*Plan 1: Computer Science 230*  
*Physics 207A*

*Plan 2: Computer Science 230*  
*Physics 207A, 207B or Computer*  
*Science 235, Physics 207C*

*Plan 3: Computer Science 230*  
*Math 115 or Statistics 115*  
*Physics 207A*

*Plan 4: Computer Science 230*  
*Math 115 or Statistics 115*  
*Physics 207A*

Note: Computer Science course may not be identical to UC Davis courses. Upon transfer to Davis, students may need to make up deficiencies.

## 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	Units
<b>Freshman Year</b>	
MATH 116* Linear Algebra	3
MATH 123 Analytic Geometry and Calculus I	5
MATH 124 Analytic Geometry and Calculus II	5

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

### 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

In general, courses required for a transfer student's four-year major should be taken on a letter grade basis.

## BASIC SKILLS COURSES

**25. Coping with Math Anxiety. (1/2)** (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.

**39. Selected Topics (Nondegree Applicable). (1/2-6)** (Please see Selected Topics category.)

**90. Math Skills Open Laboratory. (1/2, 1)** (No prerequisite. Corequisite: Concurrent enrollment in a math course. One and one-half laboratory hours weekly for one-half student unit; and three laboratory hours weekly for one student unit.)

A course in which students develop skills for completing assignments from lecture or laboratory portions of such courses as Math 115 and Statistics 115. Skills such as using calculators, correct graphing techniques, and interpreting formulas will be developed. Videotapes may be used. Statistical calculator required. May be taken four times for credit.

**95. Basic and Intermediate Math Skills. (2)** (No prerequisite. Three lecture hours weekly.)

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.

**95A-95B. Basic and Intermediate Math Skills. (1-1)**

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.

**95A. Basic Math Skills. (1)** *(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.

**95B. Intermediate Math Skills. (1)**

*(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.)*

Percent; elementary statistics to include averages and graphs; measurement to include length, area and volume; pre-algebra and applications.

**95E, G, K, L. APPLIED ARITHMETIC**

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:

**95E. Automotive Technician Applications. (1)**

*(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.

**95G. Medical Assisting Applications. (1)** *(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.

**95K. Investigative Geometry I. (1)**

*(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.

**95L. Investigative Geometry II. (1)**

*(Prerequisite: Math 95K. 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.

**97. Basic Math Skills for Automotive Technology. (3)** *(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**

**101. Elementary Algebra. (3)** *(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.  
*AA/AS Math Proficiency = Math 101A + 101B*

**101A-101B. Elementary Algebra I, II.**  
**(1 1/2 - 1 1/2)**

A sequence of two, one and one-half unit modules equivalent to Math 101.

**101A. Elementary Algebra I. (1 1/2)**

*(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.

**101B. Elementary Algebra II. (1 1/2)**

*(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.

*AA/AS Math Proficiency = Math 101A + 101B*

**101P. Elementary Algebra Practicum. (1)**

*(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.

**101X-101Y. Elementary Algebra. (1 1/2 - 1 1/2)**

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.

**101X. Elementary Algebra. (1 1/2)**

*(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.

**101Y. Elementary Algebra. (1 1/2)**

*(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*

**102G. Geometry. (3)** *(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.

**103. Intermediate Algebra. (5)** *(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.

AA/AS Area E

**103S. Intermediate Algebra. (4)** (Prerequisite: Math 101 or 101XY or satisfactory score on Math Assessment Test. Four lecture hours weekly.)

Math 103S is designed for nonmathematics students who need only Math 115 to fulfill their mathematics transfer requirement. Physical science students planning on taking Math 104, 105 and one of the calculus sequences should not take Math 103S; they must take Math 103.

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 and quadratic equations. Functions and their graphs (linear and quadratic), systems of equations and a light treatment of exponential and logarithmic functions. Emphasis is on verbal problem solving.

Students who have completed Math 103 or Math 103XY are not eligible for credit in Math 103S. This course satisfies the prerequisite for Math 110 and Math 115.

**103X-103Y. Intermediate Algebra. (2,3)**

A sequence of two modules equivalent to Math 103. The instructional method for this sequence is individualized and self-paced. In-class tutors will be available to assist students.

**103X. Intermediate Algebra. (2)** (Prerequisite: Math 101 or 101XY or satisfactory score on Math Assessment Test. May be enrolled concurrently with Math 103Y. An average of six hours weekly in the Math Lab for eight weeks or until the course is completed.)

Properties of the real number system, linear equations, inequalities, polynomials, factoring, rational expressions, exponents, radicals, equations and applications, and complex numbers.

AA/AS Area E

**103Y. Intermediate Algebra. (3)** (Prerequisite: Math 103X or concurrent enrollment. An average of six hours weekly in the Math Lab for eight weeks or until the course is completed.)

Quadratic, radical and quadratic form equations; relations, functions, inverses and their graphs; graphs and equations of lines and circles, systems of equations and inequalities; matrices

and linear programming; exponential and logarithmic functions; applications.

AA/AS Area E

**COLLEGE LEVEL COURSES  
TRANSFERABLE**

**104. Plane Trigonometry. (3)** (Prerequisite: Math 103 or 103XY or satisfactory score on Math Assessment Test. 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. (Calculator with trigonometric function keys required.) (CSU)  
AA/AS Area E, CSU Area B3, CAN MATH 8

**104X-104Y. Plane Trigonometry. (1 1/2 - 1 1/2)**

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. (1 1/2)**

(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 B3

**104Y. Plane Trigonometry. (1 1/2)**

(Prerequisite: Math 104X 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 B3

**105. College Algebra. (4)** (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)

**110. Introduction to Mathematical Reasoning. (3)** *(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 (CSU) system. (CSU)

AA/AS Area E, CSU Area B3, CAN MATH 2

**114. Finite Mathematics. (3)** *(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 B3, IGETC Area 2

**115. Probability and Statistics. (4)** *(Prerequisite: Math 103 or 103S or 103XY or satisfactory score on Math Assessment Test. Four lecture hours weekly.)*

Descriptive statistics: Organizing data, descriptive measures. Introduction to probability theory, Baye's rule. Random variables, and data sampling distributions: uniform, binomial, normal, Student t, exponential, Poisson and chi-square. Central limit theorem. Estimation and hypothesis testing including parametric and nonparametric methods. Correlation and linear regression. Introduction to analysis of variance. Can also be offered in a distance learning format. (CSU/UC)

AA/AS Area E, CSU Area B3, IGETC Area 2, CAN STAT 2

**116. Linear Algebra (3)** *(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 B3, IGETC Area 2, CAN MATH 26

**117. Discrete Mathematics. (3)** (*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 B3, IGETC Area 2

**121-122. Calculus I and II with Applications. (3-3)**

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).

**121. Calculus I with Applications. (3)**

(*Prerequisite: Math 103 or 103XY or satisfactory*)

**123. Analytic Geometry and Calculus I. (5)**

(*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 B3, IGETC Area 2, CAN MATH 18, CAN MATH SEQ B = Math 123 + 124, CAN MATH SEQ C = Math 123 + 124 + 223

**124. Analytic Geometry and Calculus II. (5)**

(*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

score on Pre-Calculus Assessment 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 B3, IGETC Area 2, CAN MATH 30, CAN MATH SEQ D = Math 121 + 122

**122. Calculus II with Applications. (3)**

(*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)

CAN MATH 32, CAN MATH SEQ D = Math 121 + 122

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 B3, IGETC Area 2, CAN MATH 20, CAN MATH SEQ B = Math 123 + 124, CAN MATH SEQ C = Math 123 + 124 + 223

**139. Selected Topics. (1/2-6)** (*Please see Selected Topics category.*) (CSU/UC w/limit)

**199. Seminar for Tutors. (2)** (*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)

**223. Analytic Geometry, Vector Analysis, and Calculus III. (5)** (*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 B3, IGETC Area 2, CAN MATH 22, CAN MATH SEQ C = Math 123 + 124 + 223

**224. Elementary Differential Equations. (4)**

(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 B3, IGETC Area 2, CAN MATH 24

**249. Directed Study. (1-3)** (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.**

### 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

**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, Occupational

**(Career Certificate awarded. Skills Certificates in Medical Terminology, MediSoft, and Phlebotomy also awarded.)**

This program is offered only at the Indian Valley Campus. Students may elect to complete the Associate in Science degree, the Career Certificate, or a Skills Certificate.

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. A Skills Certificate is earned by completion of the required courses.

No program application procedure is required, however it is advisable to see a counselor. Students may enter in the fall or spring semester and may take courses on a part-time basis. 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			Units
BOS	76**	Electronic Ten-Key Calculating Machines	1
BOS	120*	Computer Keyboarding	1

MEDA	110	Administrative Medical Office Procedures	2
MEDA	110L	Administrative Medical Office Procedures Laboratory	1
MEDA	120	Medical Terminology I	3
MEDA	121	Medical Terminology II	3
MEDA	125	Medical Financial Procedures	1
MEDA	125L	Medical Financial Procedures Laboratory	1
MEDA	126	Medical Office Computers - MediSoft	2
MEDA	126L	Medical Office Computers - MediSoft Laboratory	1/2
MEDA	135	Clinical Procedures I	2
MEDA	135L	Clinical Procedures I Laboratory	1-1/2
MEDA	136	Medical Laboratory Procedures	2-1/2
MEDA	136L	Medical Laboratory Procedures Laboratory	1
MEDA	145	Holistic Health, Disease, and Research	2
MEDA	150	Pharmacology for Medical Assistants	1-1/2
MEDA	210L	Clinical Externship I	2-1/2

In addition, select three units from the following list: Bos 44 (1 unit), Cis 110 (3 units), Cis 116 (1 1/2 units), Cis 117 (1 1/2 units), Cis 118 (1 1/2 units), Cis 126 (1 1/2 units)

\* 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 which may be waived by passing a proficiency test and is applied toward the Career Certificate only.

**Skills Certificates**

**Medical Terminology Skills Certificate**

The certificate provides the student with knowledge of the fundamental language necessary for health courses.

MEDA	120	Medical Terminology I	3 units
MEDA	121	Medical Terminology II	3 units

**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.

CIS	110	Introduction to Computer Information Systems	3 units
MEDA	126	Medical Office Computers-MediSoft	2 units
MEDA	126L	Medical Office Computers MediSoft Laboratory	1/2 unit

**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.

MEDA	141	Phlebotomy Techniques	2-1/2 units
MEDA	141L	Phlebotomy Techniques Clinical Laboratory	1 unit

**Medical Assisting Courses (MEDA)**

**39. Selected Topics (Nondegree Applicable). (1/2-6)** *(Please see Selected Topics category.)*

**99. Internship in Health Careers. (1 1/2)** *(No prerequisite. Corequisite: Medical Assisting 100. Nine lecture and fifty-four internship hours total.)*

In this course students learn job search methods, conventions and expectations in the workplace, composition of essential job-search documents such as cover letters and resumes, creation of traditional and electronic portfolios, and interview techniques. In addition, in the lab component of the course, students undertake an on-site experience (internship) in a business that corresponds to the subject matter taught in Medical Assisting 100.

**100. Introduction to Health Careers. (2)** *(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.

**110. Administrative Medical Office Procedures. (2)** *(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)

**110L. Administrative Medical Office Procedures Laboratory. (1)** *(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)

**112. Medical Transcription. (2)** *(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 transcriber; continued study and application of medical terminology; transcription of medical forms, reports, and correspondence common to various medical/surgical specialties. May be taken twice for credit. (CSU)

**120. Medical Terminology I. (3)** *(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)

**121. Medical Terminology II. (3)** *(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)

**125. Medical Financial Procedures. (1)** *(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. May be taken twice for credit. (CSU)

**125L. Medical Financial Procedures Laboratory. (1)** *(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)

**126. Medical Office Computers - MediSoft. (2)** *(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. May be taken twice for credit. (CSU)

**126L. Medical Office Computers – MediSoft Laboratory. (1/2)** *(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)

**127. Medical Office Computers – Medical Manager. (1)** *(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)

**127L. Medical Office Computers Laboratory – Medical Manager. (1/2)** *(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)

**135. Clinical Procedures I. (2)** *(No prerequisite. Corequisite: Medical Assisting 135L. Two lecture hours weekly.)*

This course includes clinical assisting techniques and procedure 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. May be taken twice for credit. (CSU)

**135L. Clinical Procedures I Laboratory. (1 1/2)** *(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, 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. May be taken twice for credit. (CSU)

**136. Medical Laboratory Procedures. (2 1/2)** *(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. May be taken twice for credit. (CSU)

**136L. Medical Laboratory Procedures Laboratory. (1)** *(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)

**139. Selected Topics. (1/2-6)** *(Please see Selected Topics category.)* (CSU w/limit)**141. Phlebotomy Techniques. (2 1/2)** *(No prerequisite. Corequisite: Medical Assisting 141L. Advisory: Medical Assisting 136 and 136L. Students must purchase malpractice insurance through the department during the first week of class. Two and one-half lecture hours weekly.)*

This course is designed to instruct students in utilizing appropriate equipment, procedures, and techniques of phlebotomy. Certification is granted upon successful completion of Medical Assisting 141 and 141L. (CSU)

**141L. Phlebotomy Techniques Clinical**

**Laboratory. (1)** (No prerequisite. Corequisite: Medical Assisting 141. Advisory: Medical Assisting 136 and 136L. Students must purchase malpractice insurance through the department during the first week of class. Three laboratory hours weekly.)

Students will perform capillary and venipunctures in a medical clinical setting under supervision of instructor and clinical personnel. Upon completion of specific requirements, the student may qualify for a phlebotomy certificate. Required liability insurance, student lab coat, nametag and patch, and negative TB test. (CSU)

**145. Holistic Health, Disease, and Research. (2)**

(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)

**150. Pharmacology for Medical Assistants.**

**(1 1/2)** (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 responses, care of emergencies due to drug reactions, and responsibilities of the medical assistant. May be taken twice for credit. (CSU)

**210L. Clinical Externship I. (2 1/2)**

(Prerequisites: Medical Assisting 135 and 135L. One hundred and twenty hours of externship to be completed. Schedule to be arranged with the instructor.)

This experience extends the student's education and preparation from the classroom to the community clinic and office 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. May be taken twice for credit. (CSU)

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

## Multimedia Studies

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**This curriculum is designed to provide education for media-related careers, professional advancement and transfer preparation. Courses provide a solid foundation in multimedia's unique processes, projects, and roles as well as hands-on technology use that emphasizes the development of skills.**

### Career Options

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Animator  
 Art Director  
 Game Designer  
 Graphic Designer  
 Interactive Writer  
 Interface Designer  
 Sound Producer  
 Video Producer  
 Web Content Producer  
 Web Developer

## Faculty

James Gonzalez  
Derek Wilson

**Department Phone: (415) 883-2211, Ext. 8255**

### Repeatability Policy Statement for Multimedia Studies

Courses that may be taken twice for credit must be taken on different computer platforms.

### A.S. in Multimedia Studies

**(Career Certificates in Authoring Specialty, Sound and Video Design Specialty, Visual Design Specialty also awarded. Skills Certificates in Multimedia Animation, Multimedia Audio Production, Multimedia Design, Multimedia Graphic Design, Multimedia Production, and Multimedia Web Authoring also awarded.)**

This curriculum is designed to provide education for media-related careers, professional advancement and transfer preparation.

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 completion of the core program plus course requirements for each intended specialty. A Skills Certificate is earned by completion of the required courses.

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.

Specialty programs include:

**Authoring Specialty.** Provides students with experience in integrating and synchronizing text, graphics, and audio and digital video to create interactive multimedia content for web based, CD-ROM and DVD-ROM delivery.

**Please note:** The Audio Production Specialty and Video Production Specialty are now combined and called Sound and Video Design Specialty.

**Sound and Video Design Specialty.** Provides a basic knowledge of sound and video as it applies to multimedia design with emphasis on the development of skills related to the production of

sound and video for use in dynamic, interactive, and popular media.

**Please note:** The 3D Animation Specialty and the Graphic Design Specialty are now combined and called Visual Design Specialty

**Visual Design Specialty.** Provides students with the experience of developing effective designs using 2D and 3D graphic, computer applications for visualization of objects and environments for multimedia design.

### CORE PROGRAM

The following courses are required of all Multimedia Studies degree and Career Certificate students:

Requirements	Units
MMST 110 Introduction to Multimedia	3
MMST 111 Multimedia Production	4
MMST 112 Multimedia Interface Design	3
EDUC 113 Instructional Design	3
or	
BUS 104 Intro to Marketing	3
MMST 200 Portfolio Development/Independent Creative Projects	3
MMST 213 Internship in Multimedia	3
or	
WE 298C Occupational Work Experience	3

In addition to the core program listed above, each Multimedia Studies degree and/or Career Certificate student will complete one of the following specialties:

### Authoring Specialty

CIS 142 Intermediate HTML and Scripting	1-1/2
CIS 215 Visual BASIC Programming	3-1/2
MMST 131 Multimedia Web Authoring	3
MMST 154 Software Applications for Multimedia: Digital Media Authoring	1-1/2
MMST 155 Software Applications for Multimedia: Web Authoring	1-1/2

Three additional units from the following electives (select two): MMST 150, 151, 156, 157, 158, 159

**Sound and Video Design Specialty**

MMST	143	Video Production for Multimedia	3
MMST	144	Audio Production for Multimedia	3
MMST	156	Software Applications for Multimedia: Digital Video Editing	1-1/2
MMST	157	Software Applications for Multimedia: Digital Video Effects and Integration	1-1/2
MMST	158	Software Applications for Multimedia: Digital Sound Editing	1-1/2
MMST	159	Software Applications for Multimedia: Music Production	1-1/2

Three additional units from the following electives (select two): MMST 150, 151, 154, 155; MUS 116, 117

**Visual Design Specialty**

ART	112	2-D Art Fundamentals	4
MMST	123	Multimedia Design	3
MMST	124	3D Modeling and Animation	1-1/2
MMST	150	Software Applications for Multimedia: Bit-Mapped Graphics	1-1/2
MMST	151	Software Applications for Multimedia: Vector Graphics	1-1/2
MMST	152	Software Applications for Multimedia: 3D Modeling	1-1/2
MMST	153	Software Applications for Multimedia: Animation	1-1/2

**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.

**Multimedia Animation Skills Certificate**

This certificate focuses on building skills in animating three-dimensional objects and two-dimensional graphics using current software.

MMST	110	Introduction to Multimedia	3
MMST	124	3D Modeling and Animation	3
MMST	143	Video Production for Multimedia	3
MMST	151	Software Applications for Multimedia: Vector Graphics	1-1/2

**Multimedia Audio Production Skills Certificate**

This certificate focuses on building skills in designing audio, sound effects and music using current software.

MMST	144	Audio Production for Multimedia	3
MMST	158	Software Applications for Multimedia: Digital Sound Editing	1-1/2
MUS	116	Desktop Musician I	3
MUS	117	Desktop Musician II	3

**Multimedia Design Skills Certificate**

This certificate focuses on building skills in design for print, interactive, and time-based multimedia using current software.

MMST	112	Multimedia Interface Design	3
MMST	123	Multimedia Design	3
MMST	150	Software Applications for Multimedia: Bit-Mapped Graphics	1-1/2
MMST	151	Software Applications for Multimedia: Vector Graphics	1-1/2

**Multimedia Graphic Design Skills Certificate**

This certificate focuses on building skills in graphic design for print, and page layout using current software.

CIS	113	Introduction to Desktop Publishing	1-1/2
CIS	114	Desktop Publications	1-1/2
MMST	112	Multimedia Interface Design	3
MMST	123	Multimedia Design	3

**Multimedia Production Skills Certificate**

This certificate focuses on building skills in Web design and production using current software.

MMST	111	Multimedia Production	4
MMST	131	Multimedia Web Authoring	3
MMST	155	Software Applications for Multimedia: Web Authoring	1-1/2
MMST	155	Software Applications for Multimedia: Web Authoring	1-1/2

**Multimedia Web Authoring Skills Certificate**

This certificate focuses on building skills in Hypertext Markup Language (HTML) and Web authoring using current software.

CIS	141	Introduction to HTML Programming	1-1/2
CIS	142	Intermediate HTML and Scripting	1-1/2
MMST	131	Multimedia Web Authoring	3
MMST	154	Software Applications for Multimedia: Digital Media Authoring	1-1/2

**Multimedia Studies Courses  
(MMST)**

**39. Selected Topics (Nondegree Applicable). (1/2-6)** *(Please see Selected Topics category.)*

**90. Multimedia Studies Program Orientation/Multimedia Careers. (1/2)** *(No prerequisite. Two lecture hours and one laboratory hour weekly for four weeks.)*

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.

**99. Internship in Multimedia. (1 1/2)** *(No prerequisite. Corequisite: Multimedia Studies 90. Three lecture hours per week for three weeks and fifty-four internship hours total.)*

In this course, students learn job search methods, conventions and expectations in the workplace, composition of essential job-search documents such as cover letters and resumes, creation of traditional and electronic portfolios, and interview techniques. In addition, in the lab component of the course, students undertake an on-site experience (internship) in a business that corresponds to the subject matter taught in Multimedia Studies 90.

**110. Introduction to Multimedia. (3)** *(No prerequisite. Three lecture hours weekly.)*

This course will provide an overview of the burgeoning new field of multimedia. Through lecture and demonstration, students will learn about basic multimedia production as well as topics that include design, development, and marketing. Students 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)

**111. Multimedia Production. (4)** *(No prerequisite. Advisory: Computer Information Systems 116. Three lecture and three laboratory hours weekly.)*

Using a hands-on approach, this course is designed to give students an opportunity to explore the different aspects of multimedia. A production class in every sense of the word, students rotate through the various team roles, getting a taste for what it takes to create each media element. Through exercises that simulate real-life projects, students will learn the basics of design, graphics, video, sound, and authoring. May be taken twice for credit. (CSU)

**112. Multimedia Interface Design. (3)** *(No prerequisite. Three lecture hours weekly.)*

This course will provide a basic knowledge of interface design as it applies to multimedia. Emphasis will be on developing interfaces in an evolving art that requires a broad set of both technical and aesthetic skills. There will be broad exposure to predominant interface design theories. (CSU)

**113. Instructional Design. (3)** *(No prerequisite. Can be taken for credit as Multimedia Studies 113 or Education 113. However, credit is awarded for only one course. Three lecture hours weekly.)*

This course will provide a basic knowledge of instructional design. Emphasis will be on developing a final project that 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 a multimedia setting. (CSU)

**114. The Business of Multimedia. (3)** *(No prerequisite. Three lecture hours weekly.)*

This course will provide a basic knowledge of the tools needed beyond multimedia skills to launch or understand a multimedia business. Emphasis will be on evaluating proper models for a business and assessing the market for products. There will be broad exposure to successful multimedia ventures. (CSU)

**123. Multimedia Design. (3)** *(Prerequisite: Art 112 and Multimedia Studies 112 or 113. Multimedia Studies 112 or 113 may be taken concurrently. Two lecture and three laboratory hours weekly.)*

This course will provide a basic knowledge of design as it applies to multimedia, and involves the creation of original work using current digital tools. Design skills will be developed through projects using analysis, research, and current industry objectives. The result is a number of projects that can form the foundation of a portfolio of multimedia design. Can also be offered in a distance learning format. May be taken twice for credit. (CSU)

**124. 3D Modeling and Animation. (3)** *(No prerequisite. Two lecture and three laboratory hours weekly.)*

This course will provide introductory knowledge and experience 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. May be taken twice for credit. (CSU)

**131. Multimedia Web Authoring. (3)** *(No prerequisite. Advisory: Computer Information Systems 140. Two lecture and three laboratory hours weekly.)*

Multimedia authoring is the process of integrating text, graphics, audio and digital video to create dynamic interactive content that is clearly presented and easy to use. This course covers the basic theory and practice of integrating rich media content to create powerful and effective Web sites, CD-ROMs, and other communication pieces. May also be offered in a distance learning format. May be taken twice for credit. (CSU)

**139. Selected Topics. (1/2-6)** *(Please see Selected Topics category.) (CSU w/limit)*

**143. Video Production for Multimedia. (3)** *(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. May be taken twice for credit. (CSU)

**144. Audio Production for Multimedia. (3)** *(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. May be taken twice for credit. (CSU)

**150. Software Applications for Multimedia: Bit-Mapped Graphics. (1 1/2)** *(Prerequisite: Multimedia Studies 123 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 a variety of commercial bit-map graphics applications. Emphasis will be on developing solid skills with a variety of commercial software. Examples of software include Painter, PhotoShop, Image Ready, or Fireworks. May be taken four times for credit if different software and/or hardware are used. (CSU)

**151. Software Applications for Multimedia: Vector Graphics. (1 1/2)** *(Prerequisite: Multimedia Studies 123. Two lecture and three laboratory hours weekly for eight weeks.)*

These software specific courses will provide students with basic knowledge and hands-on experience with a variety of commercial vector-base, or drawing, graphics applications. Emphasis will be on developing solid skills with leading commercial software titles. Examples of software include Macromedia Flash, Adobe Illustrator, and Macromedia Freehand. May also be offered in a distance learning format. May be taken four times for credit if different software and/or hardware are used. (CSU)

**152. Software Applications for Multimedia: 3D Modeling. (1 1/2)** *(Prerequisite: Multimedia Studies 124 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 commercial 3D Modeling applications for multimedia. Emphasis will be on developing solid skills with a variety of commercial software. Examples of software include Lightwave, 3D Studio Max, and Infin-D. May be taken four times for credit if different software and/or hardware are used. (CSU)

**153. Software Applications for Multimedia: Animation. (1 1/2)** *(Prerequisite: Multimedia Studies 124 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 commercial 3D Modeling applications for multimedia. Emphasis will be on developing solid skills with a variety of commercial software. Two software applications will be offered each semester. Examples of software are 3D Studio Max, and Lightwave. May be taken four times for credit if different software and/or hardware are used. (CSU)

**154. Software Applications for Multimedia: Digital Media Authoring. (1 1/2)** *(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. May be taken four times for credit if different software and/or hardware are used. (CSU)

**155. Software Applications for Multimedia: Web Authoring. (1 1/2)** *(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. May be taken four times for credit if different software and/or hardware are used. (CSU)

**156. Software Applications for Multimedia: Digital Video Editing. (1 1/2)** *(Prerequisite: Multimedia Studies 143 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 commercial video applications for multimedia. Emphasis will be on developing solid skills with a variety of commercial software. Two software applications will be offered each semester. Examples of software are Digitizing, D-Vision, and Premier I. May be taken four times for credit if different software and/or hardware are used. (CSU)

**157. Software Applications for Multimedia: Digital Video Effects and Integration. (1 1/2)** *(Prerequisite: Multimedia Studies 143 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 commercial video effects and integration applications for multimedia. Emphasis will be on developing solid skills with a variety of commercial software. Two software applications will be offered each semester. Examples of software are Avid, CoSa, AfterEffects, and Video Fusion. May be taken four times for credit if different software and/or hardware are used. (CSU)

**158. Software Applications for Multimedia: Digital Sound Editing. (1 1/2)** (*Prerequisite: Multimedia Studies 144 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 commercial sound editing applications for multimedia. Emphasis will be on developing solid skills with a variety of commercial software. Examples of software are Sound Edit 16, QuickTime, Deck, Peak, DigiDesign, and ProTools. May be taken four times for credit if different software and/or hardware are used. (CSU)

**159. Software Applications for Multimedia: Music Production. (1 1/2)** (*Prerequisite: Multimedia Studies 144 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 commercial music production applications for multimedia. Emphasis will be on developing solid skills with a variety of commercial software. Two software applications will be offered each semester. Examples of software are MIDI Interface, Cakewalk, Synthesizer Sampling, and Timecode Scoring. May be taken four times for credit if different software and/or hardware are used. (CSU)

**200. Portfolio Development/Independent Creative Projects. (3 1/2)** (*No prerequisite. Two lecture and four and one-half laboratory hours weekly.*)

This intensive semester-length course will provide students with an in-depth experience in developing a professional portfolio with a graphics, animation, audio, video, or authoring emphasis. This course will provide a forum for exploring and testing potential project ideas that students will take from preproduction to finished prototype to final inclusion in a professional portfolio. Students will get guidance and support in exploring ideas, critiquing work, forming creative alliances with other students, and polishing existing work. Classroom activities will include discussions of portfolio objectives and goals, critical feedback, portfolio planning, and proposal. The work completed in this course will serve as the final item in the student's degree portfolio. Completion of course fulfills the portfolio requirement for Career Certificate students and must be repeated for each additional certificate. May be taken four times for credit. (CSU)

**210. Advanced Project. (1/2)** (*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)

**213. Internship in Multimedia. (3)** (*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)

**249. Directed Study. (1-3)** (*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	Lyricist
Arranger	Music Coach
Arts Administrator	Music Critic
Band Director	Music Director
Business Manager	Music Editor
Choral Leader	Music Librarian
Composer	Music Publishing
Concert Hall Manager	Editor
Conductor	Music Store Owner/Staff
Copyist	Music Therapist
Disc Jockey	Musicologist
Electronic Writer & Computer Specialist	Performer
Instrument Maker	Piano Tuner-Technician
Instrument Repair Technician	Private Instructor
Instrumental Musician	Recreation Therapist
	Singer
	Teacher

## Faculty

Douglas Delaney  
Tara B. Flandreau  
Stanley Kraczek  
Paul Smith

Department Phone: (415) 485-9460

## Suggested Transfer Preparation

Major requirements are subject to change. Please consult the latest catalog of the school you plan to attend and meet with a College of Marin counselor. Updated information is available at [www.assist.org](http://www.assist.org), a statewide repository of articulation and student transfer information.

Lower division major requirements for upper division standing at:

### Sonoma State University

#### Music - Applied

Music 102, 106, 111, 112 and 211, 121, 122, 171, 172, 212, 221, 222, 271, 272

## 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

### Units

Completion of:

#### Theory

MUS	111	Theory I	4
MUS	112	Theory II	4
MUS	211	Theory III	4
MUS	212	Theory IV	4

#### Ear Training

MUS	121	Ear Training I	2
MUS	122	Ear Training II	2
MUS	221	Ear Training III	2
MUS	222	Ear Training IV	2

#### Music Literature and Analysis

MUS	101	Introduction to Classical Music	3
MUS	102	Music Masterworks	3

#### Piano

MUS	171	Piano I	2
MUS	172	Piano II	2
MUS	271	Piano III	2
MUS	272	Piano IV	2

Plus a major performing ensemble each semester to be chosen from the following:

MUS	162	Band	1
MUS	163	College Chorus	1
MUS	165*	Piano Ensemble	2
MUS	166*	Piano Repertoire and Interpretation	2
MUS	167	Community Symphony Orchestra	1
MUS	168	Community Symphonic Band	1
MUS	169	Community Chorus	1

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

## Music Courses (MUS)

Music courses with no prerequisites: 101, 105, 106, 116, 163, 173, 186ABC, 195.

### 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.

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

Level	Theory	Ear Training
Preliminary	Mus 106	Mus 106
Level 1	Mus 111 (f)	Mus 121
Level 2	Mus 112 (sp)	Mus 122 (sp)
Level 3	Mus 211 (f)	Mus 221 (f)
Level 4	Mus 212 (sp)	Mus 222 (sp)

  

Level	Piano	Lit/Analyses
Preliminary	Mus 106	
Level 1	Mus 171	Mus 101
Level 2	Mus 172	Mus 102 (sp)
Level 3	Mus 271	
Level 4	Mus 272 (sp)	

**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.

**39. Selected Topics (Nondegree Applicable). (1/2-6)** (Please see *Selected Topics* category.)

**101. Introduction to Classical Music. (3)** (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 CI, IGETC Area 3A

**102. Music Masterworks. (3)** (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 CI, IGETC Area 3A

**105. Rock, Pop and Jazz. (3)** (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 CI, IGETC Area 3A

**106. Music Fundamentals. (3)** (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 CI

**111. Theory I. (4)** (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)

**112. Theory II. (4)** (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)

**113. Jazz Improvisation. (3)** (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)

**114. Creating an Audio CD. (2)** (No prerequisite. Twelve sessions of three hours each.)

This twelve-session course deals with the process of taking a project from concept to completion in the realm of Digital Audio. Using a CD-quality digital stereo recording environment that can capture an audio signal, musicians and sound designers can now record mono or stereo digital masters. Using Macintosh computer and current software, will provide a true eight-track recording and mixing studio with simultaneous MIDI file playback, all covered in this class. May be taken twice for credit. (CSU)

**116. Desktop Musician I. (3)** *(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)

**117. Desktop Musician II. (3)** *(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)

**119. Media Music Composition. (3)** *(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)

**121-122. Ear Training I and II. (2-2)** *(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)

**128-128L. Ear Training Skills. (1-1)** *(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)

**139. Selected Topics. (1/2-6)** *(Please see Selected Topics category.) (CSU/UC w/limit)*

**161. Youth Orchestra. (1)** *(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)

**162. Band. (1)** *(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)

**163. College Chorus. (1)** *(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)

**165. Piano Ensemble. (2)** *(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)

**166. Piano Repertoire and Interpretation. (2)** *(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)

**167. Community Symphony Orchestra. (1)**

*(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)

**168. Community Symphonic Band. (1)**

*(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/UC)

**169. Community Chorus. (1)** *(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)

**171-172. Piano I and II. (2-2)** *(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)

**173. Beginning Band. (1)** *(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)

**174. Class Instrument Instruction: Brass. (1)**

*(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)

**175. Class Instrument Instruction: Percussion Technique. (1)** *(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)

**176. Intermediate Band. (1)** *(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)

**177. Jazz Ensemble. (1)** *(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)

**178. Class Instrument Instruction: Strings. (1)**

(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)

**179. Intermediate Orchestra. (1)** (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)

**180AB. Chamber Music Ensemble I and II. (1-2)**

(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)

**181-182. Voice I and II. (2-2)** (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)

**183. Chamber Singers. (2)** (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)

**185. Chamber Music Workshop. (1/2)**

(Prerequisite: Standardized audition. A total of twenty-three and one-third hours for one weekend during the summer.)

Chamber Music Workshop provides the student a broad experience in learning the chamber music repertoire. Students will be matched by appropriate ability level; and small ensembles, from trios to nonets, will be formed. All students will play in three or four different groups during this intensive weekend session. May be taken four times for credit. (CSU/UC)

**186ABC. World Music Workshop. (1/2, 1/2, 1/2)**

(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:	Units
<b>186A. Taiko Drumming Techniques and Rhythms.</b>	<b>1/2</b>
<b>186B. African Drumming Techniques and Rhythms.</b>	<b>1/2</b>
<b>186C. Latin Drumming Techniques and Rhythms.</b>	<b>1/2</b>

**187. Chamber Orchestra. (1)** (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)

**191. Musical Production: Orchestra. (1-3)**

(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)

**193. Musical Production: Cast. (1-3)**

*(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)

**194. Applied Music. (1-2)** *(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)

**211. Theory III. (4)** *(Prerequisites: Music 112 and 122. Corequisite: Major performing 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)

**212. Theory IV. (4)** *(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)

**214. Music Composition Seminar. (3)** *(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)

**221-222. Ear Training III and IV. (2-2)** *(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)

**249. Directed Study. (1-3)** *(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)

**261AB. Small Ensemble Techniques. (1-2)** *(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)

**262AB. Large Ensemble Techniques. (1-2)** *(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)

**271-272. Piano III and IV. (2-2)** (*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)

**281-282. Voice III and IV. (2-2)** (*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**

Julie Driscoll  
Elwanda B. Gammill  
Terry Gesulga  
Jeannie Langer  
Sara Lefkowitz  
Diane Ridley  
Carol Zeller

Rosalind Hartman  
Director of Health Sciences

**Department Phone: (415) 485-9319**

## **Transfer Information**

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; two-year second step program

San Francisco State University

Dominican College

## **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).

### 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 28. Applications are accepted January 2 through February 28. Applications for enrollment will NOT be accepted for consideration after February 28. Incomplete applications on the closing dates will not be considered for review.

#### Prerequisites:

Admission prerequisites to the Registered Nursing Education Program are currently under review. Contact the nursing department for current information.

Prerequisites may be in progress when the application is submitted. Such applicants who are otherwise eligible for admission will be offered admission contingent on successful completion of the prerequisites **PRIOR** to commencement of the Registered Nursing Education Program. All applicants who are chosen for admission must complete all of the prerequisites listed below **by the end of the spring semester PRIOR** to fall entrance into the program. All prerequisites and course work required for licensure must be met with a letter grade of "C" or higher.

**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 corequisite courses.**

The prerequisites for entrance into the program are:

1. **Nursing Education 90**, Introduction to Nursing Education and Practice (See the College of Marin Schedule for class dates and enrollment information).
  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 (Biology 224), with laboratory.
  5. **\*Math**: Math 101 or Math 101AB or Math 101XY.
  6. **\*English**: English 120, 120SL, or 150.
  7. **\*Microbiology**: One four- or five- (semester) unit college microbiology course (Biology 240), with laboratory.
- \* 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 prerequisite through course work at other institutions or equivalent experience have a right to challenge a course prerequisite. Contact 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 required as a prerequisite to the program.

#### Requirements for a Completed Application:

Submit the following to the Registered Nursing Education Department, Harlan Center 101, College of Marin, Kentfield, CA, 94904:

1. **College of Marin Registered Nursing Education Program Application** (Typed or printed in ink). Be sure to document your health care experience on this form.
2. Completed "**Health Clearance Form**" and **fee for malpractice insurance** upon enrollment in the program (by July 15).
3. **College of Marin courses required for Registered Nursing Licensure/Graduation evaluation form.**
4. **Challenge Examination Forms.** The applicant must request that these scores be forwarded to the Registered Nursing Education Program.
5. **Petition for Substitution for Registered Nursing Student Form.** There are two methods for students to obtain credit for required courses taken at other institutions:
  - (a) Evaluation prior to application to the program.  
Students who have received prior approval of courses taken at other institutions need only submit their approved copy of the **Petition for Substitution** with the application materials.
  - (b) Evaluation as part of the application process.  
Students who wish to obtain approval of courses taken at other institutions as part of the application process must submit catalog descriptions for the year in which the class was completed. The Registered Nursing Education Department will send the **Petition for Substitution**, the catalog descriptions, and student transcripts to the Director of Admissions and Records for approval/denial.
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.** 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.

**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 higher before or during the spring semester prior to admission in the program. Summer prerequisite courses will be accepted only if additional space becomes available. Prerequisites include, Nursing Education 90,

chemistry, anatomy, physiology, microbiology, English and math.

2. All required application materials must be submitted to the Registered Nursing Education Department office 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 must have a letter grade of "C" or higher. 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.

**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.**

All qualified students who meet the above requirements will be eligible for enrollment in the nursing program. In the event that there are more applicants than openings in the program, enrollment will be based on a computerized random selection method. All applicants will receive a number for the current application period. Students who show proof of one year of Marin County residency 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 nonacceptance status. Spaces, should they occur, will be filled by the next qualified applicant until the fall semester begins.

The College of Marin Nursing Program does not maintain a waiting list of students for admission once classes have begun in the fall. Each year nursing students are selected from the current applications for that year. 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.

If you need assistance with the application process, please contact the Registered Nursing Education Department at (415) 485-9319 only during the following times: **Tuesday or Wednesday between the hours of 1:00 and 4:00 p.m.**

### **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 the Program Director and 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 28** for the fall semester. Applications are accepted **August 1 through November 15** 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 admission into 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.

**Prerequisites include:**

1. **Nursing Education 90**, Introduction to Nursing Education and Practice. See the College of Marin Schedule for specific dates and time.
  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.
  8. **Nursing Education 115 and 120:** Required for Psychiatric Technicians only.
- \* Thirty-Unit Option LVN prerequisites.

**Advisory:**

1. **Nursing Education 95:** 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 Procedures:**

1. **LVN Challenge Procedures.**
  - a. To receive advanced placement for Nursing Education 115, 120, 130, 130L, 133, 133L, 150, 150L, 230, and 230L submit current California LVN License and

transcript showing LVN coursework completion.

2. **Thirty-unit Option/Nondegree Option for LVN'S.** MUST COMPLETE prerequisite #4 physiology, and #5 microbiology.
3. **Challenge Procedures for Psychiatric Technician.** To receive advanced placement for Nursing Education 130, 130L 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 Nursing Department, Harlan Center 101, College of Marin, Kentfield, CA 94904

1. **College of Marin Registered Nursing Program Application.**
2. **Completed Health Clearance Form** upon acceptance into the program. Submit by July 15.
3. **College of Marin Courses Required for RN Licensure/Graduation Evaluation Form.**
4. **Petition for Substitution for RN Students Form.** There are two methods for students to obtain credit for required courses taken at other institutions:
  - a. Evaluation prior to application to the program. Students who have received prior approval of courses taken at other institutions need only submit their approved copy of the **Petition for Substitution** with the application materials.
  - b. Evaluation as part of the application process. Students who wish to obtain approval of courses taken at other institutions as part of the application process must submit catalog descriptions for the year in which the class was completed. The Registered Nursing Education Department will send the **Petition for Substitution**, the catalog descriptions, and student transcripts to the Director of Admissions and Records for approval/denial.
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.
8. **Challenge Scores.**
9. **Nondegree Option LVN.** Submit #1, #2, #3, #4, #5, #6, #7, and #8, listed above.
10. **Self-Addressed Stamped Envelope.** Include a self-addressed stamped envelope with your application.
11. **Proof of Residency.** 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.

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.**

Admission and selection 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 admission in 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. Psychiatric technicians must also complete Nursing Education 115 and 120.
2. All required application materials must be submitted to the Registered Nursing Education 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. 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.

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.

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.

If you need assistance with the application process please contact the Registered Nursing Education Department (415) 485-9319 during the following times: **Tuesday or Wednesday between the hours of 1:00 and 4:00 p.m.**

**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**

Requirements	Units
<b>Freshman Year -- First Semester</b>	
N E 101 Nursing Skills Laboratory	1/2
N E 115 Introduction to Adaptation Nursing and the Nursing Process	1
N E 120 Introduction to Nursing Assessment	2
N E 130 Nursing Role: Level I	2
N E 130L Nursing Role: Level I Practicum	2-1/2
N E 150 Introduction to Pharmacology for Nurses and Techniques of Medication Administration	1/2
N E 150L Introduction to Pharmacology for Nurses and Techniques of Medication Administration – Nursing Skills Laboratory	1/2
PSY 110 Introduction to Psychology	3
PSY 112 Child and Adolescent Psychology	3

or

PSY 114	The Psychology of Human Development: Lifespan	3
	Communication Skills Requirement (See Note 3a and b following)	3

**Freshman Year -- Second Semester**

N E 102	Nursing Skills Laboratory	1/2
N E 133	Nursing Role: Level II	2
N E 133L	Nursing Role: Level II Practicum	2-1/2

One of the following course pairs:

N E 230	Nursing Role in Women's Health and the Childbearing Years	2
N E 230L	Nursing Role in Women's Health and the Childbearing Years Practicum	2-1/2

or

N E 232	Nursing Role in Mental Health and Nursing Role - Adaptation in Physiological Mode: Endocrine Function	2
N E 232L	Nursing Role in Mental Health and Nursing Role - Adaptation in Physiological Mode: Endocrine Function Practicum	2-1/2

or

N E 234	Nursing Role: Level III - Adaptation in the Physiological Mode: Activity/Rest, the Senses, Neurological Function, Cancer, and Loss and Grief	2
N E 234L	Nursing Role: Level III – Adaptation in the Physiological Mode: Activity/Rest, the Senses Neurological Function, Cancer, and Loss and Grief Practicum	2-1/2

In addition:

N E 250A	Pharmacology in Nursing	1
	Related Behavioral and/or Social Sciences Requirement (See Note 3b following)	3

**Sophomore Year -- Third Semester**

N E	203	Nursing Skills Laboratory	1/2
N E	250B	Pharmacology in Nursing	1

Two of the following course pairs:

N E	230	Nursing Role in Women's Health and the Childbearing Years	2
N E	230L	Nursing Role in Women's Health and the Childbearing Years Practicum	2-1/2

or

N E	232	Nursing Role in Mental Health and Nursing Role - Adaptation in Physiological Mode: Endocrine Function	2
N E	232L	Nursing Role in Mental Health and Nursing Role - Adaptation in Physiological Mode: Endocrine Function Practicum	2-1/2

or

N E	234	Nursing Role: Level III - Adaptation in the Physiological Mode: Activity/Rest, the Senses, Neurological Function, Cancer, and Loss and Grief	2
N E	234L	Nursing Role: Level III – Adaptation in Physiological Mode: Activity/Rest, the Senses, Neurological Function, Cancer, and Loss and Grief Practicum	2-1/2

or

N E	236	Nursing Role: Level III -- Complex Adaptation Problems in Physiological Mode: Oxygenation, Fluid and Electrolytes, and Urinary Elimination	2
N E	236L	Nursing Role: Level III -- Complex Adaptation Problems in Physiological Mode: Oxygenation, Fluid and Electrolytes, and Urinary Elimination Practicum	2-1/2

**Sophomore Year -- Fourth Semester**

One of the following course pairs:

N E	230	Nursing Role in Women's Health and the Childbearing Years	2
N E	230L	Nursing Role in Women's Health and the Childbearing Years Practicum	2-1/2

or

N E	232	Nursing Role in Mental Health and Nursing Role - Adaptation in Physiological Mode: Endocrine Function	2
N E	232L	Nursing Role in Mental Health and Nursing Role - Adaptation in Physiological Mode: Endocrine Function Practicum	2-1/2

or

N E	234	Nursing Role: Level III - Adaptation in the Physiological Mode: Activity/Rest, the Senses, Neurological Function, Cancer, and Loss and Grief	2
N E	234L	Nursing Role: Level III – Adaptation in the Physiological Mode: Activity/Rest, the Senses, Neurological Function, Cancer, and Loss and Grief Practicum	2-1/2

or

N E	236	Nursing Role: Level III -- Complex Adaptation Problems in Physiological Mode: Oxygenation, Fluid and Electrolytes, and Urinary Elimination	2
N E	236L	Nursing Role: Level III -- Complex Adaptation Problems in Physiological Mode: Oxygenation, Fluid and Electrolytes, and Urinary Elimination Practicum	2-1/2

In addition:

N E	204	Nursing Skills Laboratory	1/2
N E	238	Nursing Role: Member Within the Profession of Nursing	1

N E	240	Nursing Role: Level IV Clinical Transition and Manager of Client Care	1-1/2
N E	240L	Nursing Role: Level IV Clinical Transition Manager of Client Care Practicum	3

## 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)

Required: Psychology 110 and 112 or 114, (three units each)

The remaining three units may be selected from one of the following courses:

Anthropology 102, 103, 208  
Sociology 110, 140

4. Students who are not currently students in the Registered Nursing Education Program wishing to enroll in Nursing Education 115 or 120 will be given consideration on a space available basis.
5. Grading in the Registered Nursing Education Program: A final grade of "C" (2.0) in any

theory course and a credit in the practicum or skills lab courses are required in the nursing major. Students must achieve a grade of 70 or higher in the theory courses and a PASS in the clinical courses in order to pass each course.

6. Dismissal from the Registered Nursing Education Program: A student who receives a grade lower than "C" (2.0) in any of the nursing education theory courses or a no credit in practicum or skills lab courses required for the nursing major may not continue in the program. While some courses are not sequential, students who receive a grade lower than "C" in any nursing course may NOT progress to the next semester in the program.

If, at any time, a student's conduct displays potential harm to the well-being of patients, as determined by the nursing faculty, the student will be withdrawn from the nursing major. If, at any time, the physical or emotional health of a student appears such that he or she cannot withstand the program in nursing, the student will be withdrawn. The amount of time that can be lost in any nursing course, for any reason, will be determined by the instructor teaching the course.

7. Repeatability of Registered Nursing Education Courses: Students may not repeat any nursing education courses unless they are re-enrolled into the Registered Nursing Education Program. Students who fail any nursing course, academically or clinically, two times, or fail a second course after readmission, will not be considered eligible for enrollment in the program.

Licensure: Eligibility requirements for Registered Nursing Licensure Examination (NCLEX - RN) may be met by any one of the following:

- (a) Completion of Board of Registered Nursing content required for licensure -- see above requirements;
- (b) Completion of Board of Registered Nursing content required for licensure and completion of College of Marin graduation requirements;
- (c) Completion of the 30-unit option -- for Licensed Vocational Nurses.

Upon completion of requirements for licensure, the student must apply to take the licensing exam for registered nurses, and may not function as a registered nurse until notice has been received that the examination has been passed.

First-time examination candidates may apply for an Interim Permit to work in a limited capacity while awaiting the results of their examination. Contact the Registered Nursing Education Program Director for further information about Interim Permits.

### **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 232, 232L, 234, 234L, 236, 236L, 238, 240, and 240L.

An informational meeting is held each November.

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.

### **IV Insertion Skills Certificate**

Certificate is awarded to the RN 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.

## **Nursing Education Courses (N E)**

**39. Selected Topics (Nondegree Applicable). (1/2-6)** *(Please see Selected Topics category.)*

**90. Introduction to Nursing Education and Practice. (1)** *(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.

**95. Effective Strategies for Success in the Registered Nursing Program. (1)** *(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.

**99. Internship in Health Careers. (1 1/2)** *(No prerequisite. Corequisite: Nursing Education 100. Nine lecture and fifty-four internship hours total.)*

In this course students learn job search methods, conventions and expectations in the workplace, composition of essential job-search documents such as cover letters and resumes, creation of traditional and electronic portfolios, and interview techniques. In addition, in the lab component of the course, students undertake an on-site experience (internship) in a business that corresponds to the subject matter taught in Nursing Education 100.

**100. Introduction to Health Careers. (2)** *(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.

**101. Nursing Skills Laboratory. (1/2)** *(No prerequisite. Corequisite: Nursing Education 130L. 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. (CSU)

**102. Nursing Skills Laboratory. (1/2)** *(No prerequisite. Corequisites: Nursing Education 133L; and 230L or 232L or 234L. 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. (CSU)

**110. Role Transition: LVN to RN. (1)** *(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)

**115. Introduction to Adaptation Nursing and the Nursing Process. (1)** *(Prerequisite: Nursing Education 90. Corequisite: Nursing Education 130. One lecture hour weekly.)*

This course is designed to introduce the student to the theory and practice of nursing. The student is introduced to the Adaptation Model for Nursing Practice. Concepts related to the person, environment, health and illness, and the role of the nurse are explored. The nursing process is introduced and covers assessment, analysis, goal setting, intervention, evaluation, and incorporates the NANDA Diagnostic Categories. The student studies how to apply the nursing process to the care of individuals with selected health problems and how to communicate the nursing care plan to members of the health care team through reporting and recording. This course provides a foundation for developing critical thinking skills in nursing. Key concepts related to growth and development, ethics, law, and cultural diversity in nursing are explored. (CSU)

**120. Introduction to Nursing Assessment. (2)** *(No prerequisite. Two lecture hours weekly.)*

The emphasis of this course is on basic skills needed to complete physical and psychosocial assessment, the first step of the nursing process. The student is introduced to normal assessment findings and is given examples of abnormal findings. Assessment tools are categorized according to the physiological and psychosocial modes as described in the Adaptation Model for Nursing Practice. Considerations and modifications for pediatric, adult, and geriatric individuals are included. (CSU)

**130. Nursing Role: Level I. (2)** *(Prerequisites: English 120 or ESL 120; Biology 120, 224, 240; and Chemistry 110. Corequisites: Nursing Education 115, 120, and 150. Two lecture hours weekly.)*

This course will focus on the basic nursing role as communicator, provider of care, and client teacher for individuals throughout the life span. Concepts from the Adaptation Model for Nursing Practice are discussed as they apply to using the nursing process in the care of individuals with selected health problems. (CSU)

**130L. Nursing Role: Level I Practicum. (2 1/2)**  
(No prerequisite. Corequisites: Nursing Education 101 and 130. Seven and one-half laboratory hours weekly.)

This course is the clinical practicum taken concurrently with Nursing Education 130. Concepts from the Adaptation Model of Nursing Practice are applied, using the nursing process, to the care of individuals with selected health problems. (CSU)

**133. Nursing Role: Level II. (2)** (Prerequisites: Nursing Education 130 and 150. Nursing Education 150 may be taken concurrently. Two lecture hours weekly for sixteen weeks or four lecture hours weekly for eight weeks.)

This course focuses on the nursing role based on Sister Callista Roy's Adaptation Model for Nursing Practice. The student continues to study the role of the nurse as provider of care for individuals experiencing adaptation problems in the physiologic mode (oxygenation-ventilation, nutrition, elimination, fluid and electrolytes, operative, and in the psychosocial mode (self-concept and role function/interdependence) which can occur throughout the life span. (CSU)

**133L. Nursing Role: Level II Practicum. (2 1/2)**  
(No prerequisite. Corequisite: Nursing Education 102 and 133. Fifteen laboratory hours weekly for eight weeks.)

This course is the clinical practicum that is taken in combination with Nursing Education 133 and focuses on the nursing role based on Sister Callista Roy's Adaptation Model for Nursing Practice. The student continues to study the role of the nurse as provider of care for individuals experiencing adaptation problems, across the life span in the physiologic mode (oxygenation-ventilation, nutrition, elimination, and fluid and electrolytes), the psychosocial mode (self concept and role function/interdependence), and selected adaptation problems. (CSU)

**139. Selected Topics. (1/2-6)** (Please see Selected Topics category.) (CSU w/limit)

**150. Introduction to Pharmacology for Nurses and Techniques of Medication Administration. (1/2)** (Prerequisite: Math 101 and Nursing Education 130. Nursing Education 130 may be taken concurrently. Eight and one-half lecture hours per semester.)

This course focuses on the registered nurse's role in drug therapy. It introduces principles for pharmacology, explores legal and ethical

considerations when administering drugs, and provides a framework based on the nursing process for the safe administration of medications to all age groups. Concepts from the Adaptation Model for Nursing Practice are applied to planning care for individuals receiving drug therapy. The course focuses on principles for the safe preparation and administration of medications by the following routes: oral, buccal, sublingual, intramuscular, subcutaneous, intradermal, vaginal, rectal, and topical. Drug dosage calculation is emphasized. The student must pass the drug dosage portion of the medication administration examination with a score of 70 percent or higher. (CSU)

**150L. Introduction to Pharmacology for Nurses and Techniques of Medication Administration – Nursing Skills Laboratory. (1/2)** (Prerequisite: Math 101. Corequisites: Nursing Education 101 and 150. Twenty-four laboratory hours per semester.)

This course is the nursing skills laboratory taken in conjunction with Nursing Education 150. Laboratory practice focuses on the skills needed to safely prepare and administer medications by the following routes: oral, buccal, sublingual, intramuscular, subcutaneous, intradermal, vaginal, rectal and topical. (CSU)

**203. Nursing Skills Laboratory. (1/2)** (No prerequisite. Corequisite: Nursing Education 230L or 232L or 234L 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. (CSU)

**204. Nursing Skills Laboratory. (1/2)** (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)

**230. Nursing Role in Women's Health and the Childbearing Years. (2)** *(Prerequisite: Nursing Education 133. Four lecture hours weekly for eight weeks.)*

This course focuses on the nursing role as communicator, provider of care, and client teacher for individuals experiencing developmental and situational stressors related to reproductive health. Adaptation problems in the physiological and psychosocial modes are studied. The nursing process and concepts from the Adaptation Model are covered for obstetric, gynecologic, and pediatric settings. This course is designed to integrate previous science and nursing course theory. (CSU)

**230L. Nursing Role in Women's Health and the Childbearing Years Practicum. (2 1/2)** *(No prerequisite. Corequisites: Nursing Education 230 and 102 or 203 or 204. Fifteen laboratory hours weekly for eight weeks.)*

This course is the clinical practicum that is taken in combination with Nursing Education 230. This course focuses on application of Nursing Education 230 theory into practice.

The nursing process and Adaptation Model for Nursing Practice are applied to the care of individuals and families in obstetric, gynecologic, and pediatric settings. This course utilizes clinical experiences in inpatient, outpatient and community settings. (CSU)

**232. Nursing Role in Mental Health and Nursing Role -- Adaptation in Physiological Mode: Endocrine Function. (2)** *(Prerequisite: Nursing Education 133. Corequisite: Nursing Education 250A or 250B, or 250C. Four lecture hours weekly for eight weeks.)*

This course has two components - the nursing role in mental health and the nursing role in providing care for individuals with adaptation problems in endocrine function.

The first component focuses on the nursing role as communicator and provider of care for individuals of all ages with major or multiple adaptation problems in the psychosocial adaptive modes. Major theories of etiology and treatment of selected mental disorders are discussed.

The second component focuses on theory for teaching and providing care for individuals with adaptation problems resulting from hormonal imbalances. (CSU)

**232L. Nursing Role in Mental Health and Nursing Role – Adaptation in Physiological Mode: Endocrine Function Practicum. (2 1/2)** *(No prerequisite. Corequisites: Nursing Education 232; and Nursing Education 102 or 203 or 204. Fifteen laboratory hours weekly for eight weeks.)*

This course is the clinical practicum taken concurrently with Nursing Education 232. Concepts from the Adaptation Model of Nursing Practice are applied to the care of individuals with mental disorders and individuals with hormonal imbalances. (CSU)

**234. Nursing Role: Level III -- Adaptation in the Physiological Mode: Activity/Rest, the Senses, Neurological Function, Cancer, and Loss and Grief. (2)** *(Prerequisite: Nursing Education 133. Two lecture hours weekly for sixteen weeks or four lecture hours weekly for eight weeks.)*

This third level course continues to focus on the nursing role as described in the Adaptation Model for Nursing Practice. Selected adaptation problems in the physiological mode (activity/rest, the senses, neurological function, cancer, loss and grief) are presented.

The nursing process is used to organize the care of individuals with acute and chronic physiological adaptation problems. Considerations for the pediatric, adult, and elderly individual are included. Variations in nursing care for the individual with cultural diversity is also considered. Discussion related to home care is addressed in all areas. This course is designed to integrate previous science and nursing theory. (CSU)

**234L. Nursing Role: Level III – Adaptation in the Physiological Mode: Activity/Rest, the Senses, Neurological Function, Cancer, and Loss and Grief Practicum. (2 1/2)** *(No prerequisite. Corequisites: Nursing Education 234; and Nursing Education 102 or 203. Fifteen laboratory hours weekly for eight weeks.)*

This course is the clinical practicum taken concurrently with Nursing Education 234, focusing on patient care and the skills component. The nursing process continues to be applied to organize the care of individuals with adaptation in the physiologic mode (activity/rest, the senses, neurological function, cancer, loss and grief which occur throughout the life span). Considerations for the pediatric, adult, and elderly individual are included. Variations in nursing care for the individual with cultural diversity is also considered. Home care is discussed in all areas. (CSU)

**236. Nursing Role: Level III -- Complex Adaptation Problems in Physiological Mode: Oxygenation, Fluid and Electrolytes, and Urinary Elimination. (2)** (Prerequisites: Nursing Education 230 or 232 or 234; plus 250A. Corequisite: Nursing Education 250B or 250C. Four lecture hours weekly for eight weeks.)

This course focuses on the nursing role as described in the Adaptation Model of Nursing Practice. The student continues to study the role of the nurse as provider of care for individuals experiencing complex adaptation problems, across the life span, in the physiologic mode: oxygenation - ventilation, oxygenation - circulatory - cardiac and peripheral, fluid and electrolytes, and elimination - urinary. (CSU)

**236L. Nursing Role: Level III – Complex Adaptation Problems in the Physiological Mode: Oxygenation, Fluid and Electrolytes, and Urinary Elimination Practicum. (2 1/2)** (No prerequisites. Corequisites: Nursing Education 236; and Nursing Education 203 or 204. Fifteen laboratory hours weekly for eight weeks.)

This clinical practicum is designed to be taken concurrently with Nursing Education 236. The nursing process is applied to the care of two or more individuals with complex adaptation problems in the physiologic mode. The course utilizes learning experiences in clinical settings. It is designed to integrate previous science, nursing course theory, and clinical practice. (CSU)

**238. Nursing Role: Member Within the Profession of Nursing. (1)** (Prerequisites: Nursing Education 232 or 234 or 236. Sixteen lecture hours per semester.)

This course focuses on providing the knowledge needed to assist the student to make the transition from nursing student to member within the profession of nursing. Students are introduced to ethical dilemmas and legal issues relative to nursing, resume writing and job searches, and professional regulations. Contemporary issues, trends in health care, community based nursing, and the application process for professional licensure will be discussed. (CSU)

**240. Nursing Role: Level IV -- Clinical Transition and Manager of Client Care. (1 1/2)**

(Prerequisites: Nursing Education 230, 232, 234, 236, 250A and 250B. Twenty-six and one-half hours over six weeks.)

This Nursing Role - Level IV advanced course has three components: the nursing role in the management of the care of the elderly, nursing role in the management of care delivery, and the nursing role in management for the individual, family, or group requiring care in a community health nursing setting.

The first component explores current trends, public policy and ethical issues related to care of the elderly.

The second component focuses on the role of the nurse as a manager of care that includes management/leadership theory as required of the nurse in a first level management position and using the Adaptation Model, concepts related to nursing management of individuals with common illnesses are reviewed. Clinical reasoning and nursing judgment skills will be further developed by using a team management simulation exercise. Students will be expected to apply previous knowledge of growth and development, cultural diversity, patient education, and the nursing process using medical-surgical case studies.

The third component focuses on the role of the Associate degree nurse in community-based settings with an emphasis on basic concepts of community health resources and assessment of community health care needs. (CSU)

**240L. Nursing Role: Level IV – Clinical Transition and Manager of Client Care Practicum. (3)** (No prerequisite. Corequisites: Nursing Education 204 and 240. One hundred forty-four clinical hours.)

This course is the clinical practicum designed to be taken with Nursing Education 240. This is an advanced Level IV Nursing Role course. The clinical practicum helps the student integrate the adaptation model, identify concepts related to care of the elderly and complete a first level managerial/leadership experience. (CSU)

**249. Directed Study. (1-3)** (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)

**250A. Pharmacology in Nursing. (1)**  
(Prerequisite: Nursing Education 150. One lecture hour weekly.)

This course focuses on the medication that a registered nurse administers. A psychological and physiological systems approach is used as the organizational framework. Concepts from the Adaptation Model of Nursing Practice are applied to planning for individuals receiving drug therapy.

Students will use the nursing process in the discussion of selected pharmacological agents in prototype categories. Reflective thinking and reasoned clinical judgment processes will be used to determine safety of medications administered. Categories of medications discussed will include drugs affecting the: central nervous system - analgesics, antianxiety drugs, sedatives and hypnotic drugs, and anticonvulsants, respiratory system, gastrointestinal system, urinary system, endocrine system, and reproductive system. Maternal and child drug therapy and drugs used in infectious diseases and inflammation will be explored. (CSU)

**250B. Pharmacology in Nursing. (1)**  
(Prerequisite: Nursing Education 150. One lecture hour weekly.)

This course focuses on the medication that a registered nurse administers. A psychological and physiological systems approach is used as the organizational framework. Concepts from the Adaptation Model of Nursing Practice are applied to planning for individuals receiving drug therapy.

Students will use the nursing process in the discussion of selected pharmacological agents in prototype categories. Reflective thinking and reasoned clinical judgment processes will be used to determine safety of medications administered. Categories of medications discussed will include drugs affecting the cardiovascular system - sympathetic/parasympathetic nervous system, immunologic system, renal system, and visual and auditory system. Psychotherapeutic drugs, neoplastic disease and substance misuse and

abuse will be explored. May be taken twice for credit. (CSU)

## 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	Journalist
Communicator	Minister
Computer Scientist	Politician
Counselor	Social Worker
Educator	Teacher

## Faculty

Leah Shelleda

**Department Phone: (415) 485-9348**

## Suggested Transfer Preparation

Major requirements are subject to change. Please consult the latest catalog of the school you plan to attend and meet with a College of Marin counselor. Updated information is available at [www.assist.org](http://www.assist.org), a statewide repository of articulation and student transfer information.

Lower division major requirements for upper division standing at:

**University of California, Berkeley**  
*Philosophy 112, 115, 116 or 117*

**University of California, Davis**  
One course from any three of the following areas:  
Area A *Philosophy 110, 111, 117*  
Area B *Philosophy 115*  
Area C *Philosophy 116*  
Area D *Philosophy 116*  
Area E *Biology 145 or Geology 145*

## Philosophy Courses (PHIL)

### 39. Selected Topics (Nondegree Applicable). (1/2-6) (Please see Selected Topics category.)

#### 110. Introduction to Philosophy. (3)

(Prerequisite: Eligibility for English 120. Philosophy 110 is not a prerequisite for Philosophy 111. Three lecture hours weekly.)

An introduction to the basic principles and concerns of philosophy, concentrating on theory of knowledge (epistemology) and theory of reality (ontology) including studies of the works of major thinkers, both historical and contemporary, in these areas of concentration. This is one-half of a two-semester introductory course, either semester of which may be taken independently of the other. (CSU/UC)  
AA/AS Area C, CSU Area C2, IGETC Area 3B, CAN PHIL 2

#### 111. Introduction to Philosophy. (3)

(Prerequisite: Eligibility for English 120. Philosophy 110 is not a prerequisite for Philosophy 111. Three lecture hours weekly.)

An introduction to systematic ethical thinking in the western philosophical tradition. This is one-half of a two semester introductory course, either semester of which may be taken independently of the other. (CSU/UC)

AA/AS Area C, CSU Area C2, IGETC Area 3B, CAN PHIL 2

#### 112. Introduction to Logic. (3) (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 A3, CAN PHIL 6

#### 115. History of Philosophy: Ancient. (3)

(Prerequisite: Eligibility for English 120. Philosophy 115 is not a prerequisite for Philosophy 116 or 117. Three lecture hours weekly.)

This course investigates the origins of Western philosophy. The pre-Socratic philosophers are treated as well as the Hellenistic philosophers (Epicureans and Stoics). The course emphasizes the thought of Socrates, Plato, and Aristotle. Much

of the discussion centers on a reading of the dialogues of Plato. (CSU/UC)

AA/AS Area C, CSU Area C2, IGETC Area 3B, CAN PHIL 8, CAN PHIL SEQ A = Phil 115 + 116

#### 116. History of Philosophy: Medieval and Modern. (3) (Prerequisite: Eligibility for English 120. Philosophy 116 is not a prerequisite for Philosophy 117. Three lecture hours weekly.)

The first part of the course deals with the history of philosophy in the medieval period from St. Augustine to William of Ockham, stressing the classical authors of the period, such as St. Anselm and St. Thomas Aquinas. The rest of the course deals with the history of modern philosophy from Descartes through Hume, emphasizing the significance of the debate between the rationalists and the empiricists. (CSU/UC)

AA/AS Area C, CSU Area C2, IGETC Area 3B, CAN PHIL 10, CAN PHIL SEQ A = Phil 115 + 116

#### 117. History of Philosophy: Late Modern to Contemporary. (3) (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 C2, IGETC Area 3B

#### 139. Selected Topics. (1/2-6) (Please see Selected Topics category.) (CSU/UC w/limit)

#### 249. Directed Study. (1-3) (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

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Activity Specialist	Masseur/Masseuse
Adaptive Physical Education Specialist	Park Director
Athletic Club Manager	Physical Therapist
Athletic Equipment Salesperson	Police Officer
Athletic Trainer	Professional Athlete
Camp Director	Public Health Educator
Coach	Recreation Leader/Director
Correctional Officer	Recreation Therapist
Corrective Therapist	Recruiter
Emergency Medical Technician	Scout
Fire Fighter	Sports Official
Health Club Staff Member	Sports Shop Owner/Operator
Manager, Athletic	Sportswriter/Announcer
	Stunt Performer
	Teacher/Instructor

## Faculty

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George Adams  
 Cheryl Goldman  
 Warren Lager  
 Jessica Naythons (Special Students)  
 Kathleen Smyth  
 James A. Webster

Jim Brovelli  
 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

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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.

## Physical Education Courses (P E)

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### Student Units and Hours for Activity Courses:

Each activity course can be offered for 1/2 unit for two hours of activity, 1 unit for three hours of activity, and 2 units for six hours of activity.

### 39. Selected Topics (Nondegree Applicable). (1/2-6) (Please see Selected Topics category.)

### 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. (CSU/UC)

*AA/AS Area H*

### Courses offered are:

**70. Adapted Aquatics. (1/2)** (*Prerequisite: Recommendation of student's physician and completed medical form. Twenty-six and one-quarter laboratory hours per semester.*)

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 not necessary
- Aqua aerobic activities
- Ambulatory skills improvement
- Cardiovascular training
- Pool walk/jog program
- Lap swimming

**71. Adapted Aerobics. (1/2)** (*Prerequisite: Recommendation of student's physician and completed medical form. Twenty-six and one-quarter 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 and standing). Designed to improve cardiovascular endurance, strength, and flexibility.

**72. Adapted General Conditioning. (1/2)**

*(Prerequisite: Recommendation of student's physician and completed medical form. Twenty-six and one-quarter laboratory hours per semester.)*

Designed to provide a personalized fitness program based on students' individual needs. Will include the use of stationary bicycles, treadmill, weight equipment, and other adapted equipment.

**74. Adapted Yoga/Relaxation. (1/2)**

*(Prerequisite: Recommendation of student's physician and completed medical form. Twenty-six and one-quarter laboratory hours per semester.)*

A safe yoga, breathing, and relaxation course for the disabled adult. Instruction includes safe total body stretches, diaphragmatic breathing, and deep relaxation training. Emphasis on proper alignment, body awareness, and techniques to help relieve and reduce pain.

**75. Adapted Tai Chi for the Disabled Adult. (1/2)**

*(Prerequisite: Recommendation of student's physician and completed medical form. Twenty-six and one-quarter laboratory hours per semester.)*

This class will introduce the art of Tai Chi, specifically the Yang Short 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.

**77. Stretching and Bodywork. (1/2)**

*(Prerequisite: Recommendation of student's physician and completed medical form. Twenty-six and one-quarter laboratory hours per semester.)*

This class is designed to increase range of motion and decrease muscle tension, pain, and discomfort. Instruction in safe stretching techniques and in self-massage. An individual program is developed with each disabled student.

**78. Adapted Fitness for Students with Special Developmental Needs. (1/2)** *(Prerequisite: Recommendation of student's physician and completed medical form. Twenty-six and one-quarter laboratory hours per semester.)*

A fitness class designed to meet the needs of students with developmental disabilities. This class will incorporate a variety of exercise

techniques designed to improve physical fitness. These will include aerobic conditioning, flexibility, strengthening, and relaxation techniques.

**79. Adapted Awareness through Movement. (1/2)** *(Prerequisite: Recommendation of student's physician and completed medical form. Twenty-six and one-quarter 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. (CSU/UC)

**80. Feldenkrais Functional Integration. (1/2)**

*(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 students 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. (CSU/UC)

**107. Human Biology. (3).** *(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.)*

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 B2, IGETC Area 5B

**109. Exercise for Adults with Special Needs – Instructor Certification Training. (3).** *(No prerequisite. Three lecture hours weekly.)*

This course is designed to train students 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. The student may take the entire class for credit only or opt to take an additional internship in this field to earn a certification as an Exercise Leader for Adults with Special Needs. (CSU)

**114. Mountain Bicycling.** *(No prerequisite.)*

Introduction to off-road mountain bicycling. This course will cover riding skills, fitness and conditioning, safety, equipment repairs, and trail use. (CSU/UC)

*AA/AS Area H*

**115. Badminton.** *(No prerequisite.)*

An introduction to the fundamental skills of badminton. Basic stroke analysis, strategy, and the rules pertaining to singles and doubles play will be stressed. (CSU/UC)

*AA/AS Area H*

**116. Career Opportunities in Wellness and Fitness. (3)** *(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)

**117A. Basketball, Beginning.** *(No prerequisite.)*

An introduction to fundamental basketball skills. This course is designed for the student who possesses little or no skill in playing basketball. Individual offensive and defensive skills will be stressed. (CSU/UC)

*AA/AS Area H*

**117B. Basketball, Intermediate.** *(Prerequisites: Knowledge of the terminology and rules of basketball. Students must be able to dribble with either hand and perform a chest, bounce, or overhead pass. Additionally, students must know proper defensive technique and have the*

*cardiovascular endurance to participate in the class. Chair Drill, twenty-five seconds, Square Drill, and Shuffle Drill, two minutes.)*

Introduction to team concepts of basketball. Emphasis on one-on-one and zone defenses. Team play will be stressed. (CSU/UC) *AA/AS Area H*  
**119. Effective Teaching Strategies in Wellness and Fitness (3)** *(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)

**120. Introduction to Sport and Exercise Psychology. (3)** *(No prerequisite. 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. (CSU)

**121. Personal Trainer Certification Course. (3 1/2)** *(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)

**122. Exercise for Adults with Special Needs - Instructor Certification Training. (3)** *(No prerequisite. Three lecture hours weekly.)*

This course is designed to train students interested in becoming qualified fitness leaders specializing in exercise with adults with special needs. Special needs include the frail elderly, individuals diagnosed with Parkinson's disease and diabetes, the physically challenged, etc. Students may take the entire class for credit only or opt to take an additional internship in this field to earn certification as an Exercise Leader for Adults with Special Needs. (CSU)

**125A. Fitness.** *(No prerequisite.)*

Will include a program of general fitness techniques involving the following areas of training: aerobic evaluation and training, basic running, walking and jogging techniques, flexibility training, and strength training. Open to all levels. (CSU/UC)

*AA/AS Area H*

**125C. Aerobic Fitness.** *(No prerequisite.)*

Aerobic techniques derived from dance, yoga, and body awareness. The format of each class will include a 40-minute aerobic routine followed by exercises designed to stretch, strengthen, and develop the body. (CSU/UC)

*AA/AS Area H*

**125D. Fitness, Intercollegiate Sports.** *(No prerequisite.)*

This course is designed to teach students the various training forms needed for each sport. Strength training, flexibility, plyometrics, injury prevention, injury rehabilitation, aerobic training, and nutrition. This course will be open to anyone planning to participate in any intercollegiate sports program at the College of Marin. (CSU/UC)

*AA/AS Area H*

**125E. Fitness, Ski.** *(No prerequisite.)*

This course is offered to prepare students for skiing of all kinds. Training will include aerobic conditioning, weight training, plyometric training, and injury rehabilitation. (CSU/UC)

*AA/AS Area H*

**125F. Fitness, Aquatic Calisthenics.** *(No prerequisite.)*

Fitness program emphasizing the advantages of water resistance and buoyancy for the development of endurance, strength, and flexibility. (CSU/UC)

*AA/AS Area H*

**125H. Fitness, Cross Training.** *(No prerequisite.)*

This course will introduce basic fitness principles. Students will participate in a variety of endurance, strength, speed, and flexibility activities designed to improve fitness and sports performances. Activities may include running, race walking, swimming, interval training, weight lifting, and deep water running. (CSU/UC) *AA/AS Area H*

**125J. Fitness, Step Training.** *(No prerequisite.)*

Step Training, a dynamic high-energy low impact exercise program that involves stepping up and down on an adjustable platform while simultaneously performing upper body movements. Set to music, the step class combines cardiovascular conditioning with muscle strength training. (CSU/UC)

AA/AS Area H

**125K. Fitness, Walking.** *(No prerequisite.)*

This course is one of the most popular forms of exercise today. It offers great cardiovascular results, reduces stress, and can lower body weight. Students will learn proper technique, goal setting, and stay motivated while participating in an exercise program that will lead to a lifetime of better health. (CSU/UC)

AA/AS Area H

**129A. Golf, Beginning.** *(No prerequisite.)*

Instruction in the basic fundamentals of golf. Emphasis is on the grip, address position, and swing. Rules and etiquette of golf will also be covered. (CSU/UC)

AA/AS Area H

**129B. Golf, Intermediate.** *(Prerequisites: Demonstrate knowledge of the Vardon or overlap grip. Demonstrate knowledge of the proper set-up [stance, posture, and distance from the ball]. Hit and chip the ball at a designated target area being successful at least 30% of the time.)*

Instruction in the areas of swing mechanics, course strategy, individual and match play, the handicap system, and golf equipment and supplies. (CSU/UC)

AA/AS Area H

**131A. Health, Safety, and Nutrition Practices for Young Children. (1)** *(No prerequisite. Can be taken for credit as Physical Education 131A or Early Childhood 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)

**131B. Health, Safety, and Nutrition Practices for Young Children. (1 1/2)** *(No prerequisite. Can be taken for credit as Physical Education 131B or Early Childhood 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)

**131C. Health, Safety, and Nutrition Practices for Young Children. (2)** *(No prerequisite. Can be taken for credit as Physical Education 131C or Early Childhood 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 C.P.R. and basic First Aid training are 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 C.P.R. and Pediatric First Aid training components. (D.S. #7) (CSU)

**132. Directed Activities.** *(No prerequisite.)*

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

**139. Selected Topics. (1/2-6)** *(Please see Selected Topics category.)* (CSU/UC w/limit)

**141. Self-Defense: Focus on Women.** *(No prerequisite.)*

This course will offer students some basic principles of self-defense. These principles include basic street safety, travel safety, personal self-protection (striking, throwing, kicking, and escapes).

(CSU/UC)

AA/AS Area H

**143. Basic Athletic Injuries. (3)** *(No prerequisite. Corequisite: Physical Education 107 or Biology 107. Three lecture hours weekly.)*

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)

**147A. Soccer, Beginning.** *(No prerequisite.)*

Designed to familiarize the student with the game of soccer by introducing the student to the rules and customs, basic skills, general patterns, tactics, and methods needed for personal growth. (CSU/UC)

AA/AS Area H

**147B. Soccer, Intermediate.** *(No prerequisite.)*

Designed for the student who has achieved some basic skills, tactics, techniques, and general knowledge of soccer. The theory and implementation of defensive tactical principles will be introduced while continuing personal skill development. (CSU/UC)

AA/AS Area H

**150A. Softball, Beginning.** *(No prerequisite.)*

Designed to familiarize the student with the game of softball by introducing the student to the rules, basic skills, and general team play. (CSU/UC)

AA/AS Area H

**150B. Softball, Intermediate.** *(No prerequisite.)*

Designed for the student who has achieved some basic skills and general team play. Theory and the implementation of defensive softball principles will be introduced while continuing personal skill development and sharpening tactical skills.

(CSU/UC)

AA/AS Area H

**155A. Swimming, Beginning.** *(No prerequisite.)*

This course is designed for the nonswimmer or those who lack confidence in the water. Students will learn basic strokes, aquatic skills, and safety procedures. (CSU/UC)

AA/AS Area H

**155B. Swimming, Intermediate.** *(Prerequisite: Able to tread in deep water continuously for three minutes without assistance.)*

This course will present a variety of strokes and skills necessary to be competent in an aquatic environment. An emphasis will be placed on stroke and endurance development. Basic lifesaving techniques will be introduced as well. (CSU/UC)

AA/AS Area H

**156. Instructional Lap Swimming.** *(Prerequisite: Knowledge and demonstration of efficient swimming skills.)*

Designed to provide the student with the opportunity to develop and maintain cardiovascular fitness through swimming at all skill levels. Instruction in recreational and competitive swim strokes, starts, turns, interval, sprint and distance training. Individualized workouts will be available. Information on competing in the U.S. Master's Swimming Program will be available for those interested in the competitive aspects of swimming. (CSU/UC)

AA/AS Area H

**160A. Tennis, Beginning.** *(No prerequisite.)*

This course offers the student an experience in learning the basics of tennis and the proper use of equipment and tennis courts. (CSU/UC)

AA/AS Area H

**160B. Tennis, Intermediate.** *(No prerequisite.)*

This course offers the student continuing instruction and practice in all phases of the game. Advanced skills and game strategy in competitive play will be introduced. (CSU/UC)

AA/AS Area H

**164. Sports Conditioning.** *(No prerequisite.)*

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 proper muscle balance, breath control, aerobic training, flexibility, nutrition, time management, injury prevention, and strength training. (CSU/UC)

AA/AS Area H

**165. Track and Field.** *(No prerequisite.)*

An introduction to the development of the mechanics, techniques, conditioning, training methods, and rules of the events and competition in track and field. (CSU/UC)

*AA/AS Area H*

**167. Volleyball.** *(No prerequisite.)*

Offers the student instruction in fundamentals including passing, serving, hitting, and setting. This course is designed to promote team play by emphasizing rules and strategies. (CSU/UC)

*AA/AS Area H*

**168. Flag Football.** *(No prerequisite.)*

This course is designed to teach students the basic principles of the passing game for football. Students are taught offensive and defensive techniques and skills, which will produce a comprehensive passing attack. (CSU/UC)

*AA/AS Area H*

**169. Weight Training.** *(No prerequisite.)*

This course is designed to teach students the basic principles of training with weight machines and free weights. Students are taught the proper and safe way to train with apparatus and free weights. Flexibility and injury protection are also taught. (CSU/UC)

*AA/AS Area H*

**171. Judo.** *(No prerequisite.)*

This course offers instruction in the basic judo techniques such as falling, throwing, mat techniques, and self-defense. Students are taught under the Japanese system of instruction. (CSU/UC)

*AA/AS Area H*

**172. Wrestling.** *(No prerequisite.)*

This course will serve as an introduction in the basic principles of Collegiate, Free Style and Greco-Roman wrestling. Takedowns, escapes, holding and pinning techniques, reversals and defensive techniques will be stressed. (CSU/UC)

*AA/AS Area H*

**173A. Yoga, Beginning.** *(No prerequisite.)*

Involves the physical aspects of yoga, basic yoga poses, and correct body alignment. The emphasis will be on developing strength, flexibility, endurance, and grace. (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*

**175. Baseball.**

*(Prerequisite: Team member.)*

**176. Basketball. (Men and Women)**

*(Prerequisite: Team member.)*

**177. Cross Country. (Men and Women)**

*(Prerequisite: Team member.)*

**178. Football.**

*(Prerequisite: Team member.)*

**180. Soccer. (Men and Women)**

*(Prerequisite: Team member.)*

**181. Softball. (Women)**

*(Prerequisite: Team member.)*

**183. Swimming and Diving. (Men and Women)**

*(Prerequisite: Team member.)*

**184. Tennis. (Men and Women)**

*(Prerequisite: Team member.)*

**185. Track and Field. (Men and Women)**

*(Prerequisite: Team member.)*

**187. Water Polo. (Men and Women)**

*(Prerequisites: Team member. Perform the crawl, breaststroke, and backstroke continuously for 100 meters each.)*

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 prerequisite of "Team Member" is required for Physical Education 175 through 185. For Physical Education 187, the prerequisite is to perform the crawl, breaststroke, and backstroke continuously for 100 meters each.

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.

**190A. Baseball Theory I. (2-3)** *(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. Emphasis is on philosophy and objectives. (CSU/UC)

**190B. Baseball Theory II. (2-3)** *(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 give a comprehensive study of both the offensive and defensive aspects of the game of baseball. This course will cover base running, bunting, hitting, throwing, catching, pitching, and the tactics of offensive and defensive baseball. (CSU/UC)

**191A. Soccer Theory I. (2-3)** *(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 playing and coaching the game of soccer. The emphasis of the class is the development of individual and team skills. (CSU/UC)

**192A. Basketball Theory I. (2-3)** *(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)

**192B. Basketball Theory II. (2-3)** *(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 various types of basketball offenses and defenses. Individual and team skills and concepts will be stressed. (CSU/UC)

**193A. Swimming Theory I. (2-3)** *(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)

**195A. Football Theory, Offensive. (2-3)** *(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 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)

**195B. Football Theory, Defensive. (2-3)** *(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 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)

**196A. Volleyball Theory I. (2-3)** *(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 playing and coaching the game of volleyball. The emphasis of the class is the development of individual and team skills. (CSU/UC)

**213. Introduction to Adaptive Physical Education and Therapeutic Recreation. (3)** (No prerequisite. One and one-half lecture and four and one-half laboratory hours weekly.)

This class is designed to train persons to work with physically disabled individuals. Topics will include basic rehabilitation procedures and the etiology and physiology of disabilities. Students will be required to assist in Physical Education 70-78 to receive practical experience working with disabled persons. (CSU)

**215. Advanced First Aid/Emergency Response. (3)** (No prerequisite. Three lecture hours weekly.)

The purpose of this course is to provide the first responder with the knowledge and skills necessary in an emergency to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness until more advanced medical help can arrive. Upon successful completion of the course, certificates will be awarded (requires additional application fee), the American Red Cross Emergency Response and CPR for the Professional Rescuer. This course is repeatable for credit. (CSU/UC)

**216A. American Red Cross Lifeguarding. (1 1/2)**  
(Prerequisites: Student must be able to perform the

**216B. Water Safety Instruction. (1 1/2)**  
(Prerequisites: Pre-test, tread water continuously in the diving pool for six minutes, swim 500 yards continuously, and possess current Advanced Lifesaving Certification. One lecture and two laboratory hours weekly.)

This course is designed to develop competency in teaching all strokes of swimming, water safety procedures, and lifesaving skills. It will also cover the use of basic skin diving equipment, development of a swimming instruction program, pool maintenance and operation, basic first aid, back board extrication, and basic CPR. Upon successful completion of this course, the student will have completed the requirements for American Red Cross Water Safety Instruction Certification. This course is repeatable for credit. (CSU/UC)  
AA/AS Area H

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

**267. Advanced Volleyball.** (Prerequisite: Students must be competent in all the fundamentals such as serving, passing, setting, and hitting.)

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

This course offers students advanced instruction in offensive and defensive strategies. (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

Acoustic Physicist	Instrument Designer
Air Pollution Specialist	Inventor
Astronomer	Laboratory Assistant

Astrophysicist	Material Researcher
Atomic Physicist	Mechanical Engineer
Biophysicist	Metallurgist
Chemical Engineer	Nuclear Physicist
Civil Engineer	Operations Researcher
Consumer Safety Officer	Patent Examiner
Electrical Engineer	Pharmacologist
Electro-Optical Engineer	Physical Chemist
Electronic & Molecular Physicist	Physics Research Technician
Environmental Studies Specialist	Quality Control Specialist
Food & Drug Inspector	Solid State Physicist
Geophysicist	Statistician
Industrial Research & Development Specialist	Systems Analyst
	Teacher
	Technical Writer
	Theoretical Physicist
	Thermodynamics Physicist

## Faculty

Bernd T. Enders

**Department Phone: (415) 485-9549**

## Suggested Transfer Preparation

Major requirements are subject to change. Please consult the latest catalog of the school you plan to attend and meet with a College of Marin counselor. Updated information is available at [www.assist.org](http://www.assist.org), a statewide repository of articulation and student transfer information.

Lower division major requirements for upper division standing at:

### University of California, Berkeley

*Math 116, 123, 124, 223, 224*

*Physics 207A, 207B, 207C*

*Recommended: Chemistry 131, 132. Students not familiar with a computer programming language are urged to include an introductory course in computer science.*

### University of California, Davis

Physics B.A.

*Math 116, 123, 124, 223, 224*

*Physics 207A, 207B, 207C*

Physics B.S.

*Chemistry 131, 132*

*Computer Science 230*

*Math 116, 123, 124, 223, 224*

*Physics 207A, 207B, 207C*

## 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.

**39. Selected Topics (Nondegree Applicable). (1/2-6)** (Please see *Selected Topics* category.)

**108A. General Physics I. (5)** (*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 B1, CAN PHYS 2, CAN PHYS SEQ A = Phys 108A + 108B

**108AC. General Physics I – Calculus Supplement. (1)** (*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)

**108B. General Physics II. (5)** (*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

**207A. Mechanics and Properties of Matter. (5)** (*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 B1, IGETC Area 5A, CAN PHYS 8, CAN PHYS SEQ B = 207A + 207B + 207C

**207B. Electricity and Magnetism. (5)** (*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,

work emphasizes problem-solving and laboratory investigations. (CSU/UC)

CAN PHYS 4, CAN PHYS SEQ A = Phys 108A + 108B

**108BC. General Physics II – Calculus Supplement. (1)** (*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)

**110. Introductory Physics. (3)** (*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 B1, IGETC Area 5A

**139. Selected Topics. (1/2-6)** (*Please see Selected Topics category.*) (CSU/UC w/limit)

capacitance, inductance, impedance, and electrical resonance. (CSU/UC)

CAN PHYS 12, CAN PHYS SEQ B = Phys 207A + 207B + 207C

**207C. Heat, Light, Sound, and Modern Physics. (5)** (*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)

CAN PHYS 14, CAN PHYS SEQ B = Phys 207A + 207B + 207C

**249. Directed Study. (1-3)** (*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	Labor Relations
Attorney	Manager
Campaign Aide/Manager	Law Clerk
City/County Manager	Legislative Aide
Claims Examiner	Lobbyist
Congressional Staff Member	Manpower Program Specialist
Consumer Protection Specialist	Paralegal Assistant
Contract Administrator	Patent Examiner
Customs Inspector	Polling Specialist
Diplomat	Private Investigator
Equal Opportunity Specialist	Public Administrator
FBI/CIA Agent	Public Information Officer
Foreign Service Officer	Research Specialist
International Relations Specialist	Secret Service Agent
Labor Organizer	Teacher
	Union Representative
	Urban/Regional Planner
	Writer/Journalist

### Faculty

Henry D. Fearnley  
Victor V. Minasian

**Department Phone: (415) 485-9630**

## Suggested Transfer Preparation

Major requirements are subject to change. Please consult the latest catalog of the school you plan to attend and meet with a College of Marin counselor. Updated information is available at [www.assist.org](http://www.assist.org), a statewide repository of articulation and student transfer information.

Lower division major requirements for upper division standing at:

### San Francisco State University

*Political Science 101*

### University of California, Berkeley

*Political Science 101, 102*

*One course from: History 117 or 118*

*One course from: History 101 or 110; 102 or 111 or 112; 120, 206, 215, 238; 214 or 216*

### University of California, Davis

*Political Science 100 or 101*

*Two courses from: Political Science 102, 103, 104*

*Two courses from: History 110, 111, 112; Math 115 or Stat 115*

## 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			Units
POLS	101	Introduction to the Government of the United States	3
POLS	102	Comparative Political Systems	3
POLS	103	Political Theory	3
POLS	104	International Relations	3
POLS	125	Research Methods and Term Papers in the Social Sciences	3
or			
S SC	125	Research Methods and Term Papers in the Social Sciences	3

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)

### 39. Selected Topics (Nondegree Applicable). (1/2-6) (Please see Selected Topics category.)

#### 100. American Political Institutions. (3) (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 D2, IGETC Area 4,  
CSU U.S. History, Constitution, and American Ideals

#### 101. Introduction to the Government of the United States. (3) (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 D2, IGETC Area 4,  
CAN GOVT 2, CSU U.S. History, Constitution, and American Ideals

#### 102. Comparative Political Systems. (3) (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 D2, IGETC Area 4

#### 103. Political Theory. (3) (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 D2, IGETC Area 4

#### 104. International Relations. (3) (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 D2, IGETC Area 4

#### 117. The Middle East: A Political Perspective. (3) (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)

#### 125. Research Methods and Term Papers in the Social Sciences. (3) (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)

**139. Selected Topics. (1/2-6)** (Please see *Selected Topics category.*) (CSU/UC w/limit)

**201. Understanding Globalization: The Impact of Social, Political, and Economic Change. (3)** (No prerequisite. Can be taken for credit as *Political Science 201* or *Behavioral Science 201* or

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)

**220. American Foreign Policy. (3)** (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 D2, IGETC Area 4*

**249. Directed Study. (1-3)** (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,

*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 D2 through Summer 2004 and will be accepted in Area D1 for Fall 2000 and subsequent terms, IGETC Area 4*

**215. Survey of Current Events and Issues. (3)** (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

**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	Minister
Administrator	Personnel Specialist
Advertising Account Executive	Probation/Parole Officer
Art Therapist	Program Director
Child Psychologist	Psychiatric Social Worker
Clinical Psychologist	Psychiatric Technician
Community Mental Health Worker	Psychiatrist
Correctional Officer	Psychometrist
Counselor	Public Health Educator
Customer Service Representative	Public Relations Representative
Drug/Alcohol Counselor	Recreation Specialist/Therapist
Employee Relations	Rehabilitation Counselor
	Research Assistant

Specialist Employment	Residential Counselor
Interviewer/Counselor	Sales Representative
Experimental Psychologist	School Psychologist
Industrial Psychologist	Special Education Speech
Manpower Development Specialist	Pathologist/Therapist
Market Research Analyst	Statistician
Marriage, Family & Child Counselor	Training Specialist
	Welfare Worker
	Youth Organization Leader

## Faculty

Michael E. Brailoff  
Sarah Cirese  
Victoria Coad  
Dikran J. Martin  
Marc E. Russell

**Department Phone: (415) 485-9630**

## Suggested Transfer Preparation

Major requirements are subject to change. Please consult the latest catalog of the school you plan to attend and meet with a College of Marin counselor. Updated information is available at [www.assist.org](http://www.assist.org), a statewide repository of articulation and student transfer information.

Lower division major requirements for upper division standing at:

**Sonoma State University**  
*English 150, 130 or 155*  
*Math 115 or Statistics 115*  
*Psychology 110*

**University of California, Berkeley**  
*Math 115 or Statistics 115*  
*Psychology 110*  
*One from Anthropology 101 or Biology 109*  
*Two from Biology 110 and 110L; 115 and 116; or*  
*120 or 224*  
*Two from Anthropology 102 or Political Science 101*  
*or 102 or Sociology 110*

**University of California, Davis**  
*Biology 115 or Biology 110 combined with*  
*Anthropology 101 or Biology 224*  
*Math 115 or Statistics 115*  
*Psychology 110, 205*  
*One course in sociology or cultural anthropology*

## Psychology Courses (PSY)

**39. Selected Topics (Nondegree Applicable). (1/2-6)** *(Please see Selected Topics category.)*

**110. Introduction to Psychology. (3)** *(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 D1 or E, IGETC Area 4, CAN PSY 2*

**111. Personality Dynamics and Effective Behavior. (3)** *(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 D1 or E, IGETC Area 4*

**112. Child and Adolescent Psychology. (3)** *(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, CSU Area D1, IGETC Area 4*

**114. The Psychology of Human Development: Lifespan. (3)** *(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, CSU Area E*

**116. Theories of Personality. (3)** *(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, CSU Area D1, IGETC Area 4*

**120. Psychology of Women. (3)** *(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*

**125. Psychology of Violence. (3)** *(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 childrearing practices, biomedical interventions, psychotherapy, education, and public policy decisions. (CSU)

**139. Selected Topics. (1/2-6)** *(Please see Selected Topics category.) (CSU/UC w/limit)*

**140. Marriage, Family, and Intimate Relationships. (3)** *(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, CSU Area D1 or E, IGETC Area 4*

**142. Growing Older: Physical, Psychological, and Social Aspects of Aging. (3)** *(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, CSU Area E, IGETC Area 4*

**204. Abnormal Psychology. (3)** *(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 D1, IGETC Area 4*

**205. Introduction to Research Methods and Data Analysis in Psychology. (3)** *(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

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 D1, IGETC Area 4*

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

**251. The Brain: Mind and Body. (3)** *(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)

**252ABC. Seminar and Fieldwork Experience. (2-4)** *(No prerequisite. Psychology 252ABC and Behavioral Science 252ABC are equivalent. Credit is given for only one course. One lecture and four fieldwork hours weekly for two units; one lecture and eight fieldwork hours weekly for three units; one*

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 D1, IGETC Area 4*

**230. Social Psychology. (3)** *(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; intergroup processes; intragroup processes; interpersonal attraction; social networks, statuses and roles; and the social development of

*lecture and twelve fieldwork hours weekly for four units.)*

This course is designed to give the student meaningful participation in a psychologically related community service agency. Each student works in a program of his/her choice at a social agency, school, special education program, rehabilitation program, and mental health agency or community organization under the supervision of someone employed there. The one-hour weekly seminar is intended to provide students with an opportunity to present observations and discuss perceptions emerging from their participation in fieldwork agencies. Course may be taken additional semesters, up to a course total of eight units. (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	Property Manager
Escrow Officer	Real Estate Agent
Loan Officer	Real Estate Broker
Mortgage Lender	Real Estate Counselor
Property Developer	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

#### Freshman Year

			Units
BUS	101	Introduction to Business	3
BUS	107	Business Law	3
REAL	115	Real Estate Principles	3
REAL	116	Real Estate Practice	3
	or		
REAL	118	Real Estate Practice: Internship	5
REAL	117	Legal Aspects of Real Estate	3

#### Sophomore Year

BUS	112A	Financial Accounting IA	2
	and		
BUS	112B	Financial Accounting IB	2
REAL	210	Real Estate Finance	3

REAL	212	Real Estate Appraisal I	3
REAL	215	Real Estate Economics	3

## Real Estate Courses (REAL)

**39. Selected Topics (Nondegree Applicable).**  
(1/2-6) (Please see Selected Topics category.)

**115. Real Estate Principles. (3)** (No prerequisite. Three lecture hours weekly.)

This fundamental real estate course emphasizes the basic understanding, background, and terminology necessary for advanced study in specialized courses of real estate. This course is required for those preparing for the real estate salesperson's license examination. It will apply toward the California Department of Real Estate's educational requirements for the broker's examination. It may also count toward the 75-hour course requirement for the California real estate appraiser's license. (CSU)

**116. Real Estate Practice. (3)** (No prerequisite. Advisory: Real Estate 115. Three lecture hours weekly.)

This course deals with the day-to-day practice at a real estate office. It includes understanding the agency obligations inherent in a real estate agency, and the actualization of that agency in the listing, selling, financing, and managing of real property. Also included are basic listening and negotiation skills as they relate to the real estate industries. Tax implications and investment counseling are touched on as well, providing the student with a basic grounding in the broad areas of real estate practice. (CSU)

**117. Legal Aspects of Real Estate. (3)** (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. This course qualifies as one of those required for completion of the sales license provisional status and is required for application of the broker's license examination. (CSU)

**118. Real Estate Practice: Internship. (5)**  
*(Prerequisite: Real Estate 115. Fifteen work experience hours and one two-hour seminar weekly. Students must register and complete an application form obtained from the department secretary.)*

This course provides an opportunity to experience first-hand the day-to-day activities of a real estate practitioner. Each student will work as an intern under the supervision of an active broker or agent. Activities will include training in various aspects of the multiple listing computer terminal, marketing procedures, listing presentations and presentation of offers to purchase, review of inspection reports, title reports and escrow instructions, and attendance at monthly Realtor meetings. Students can substitute this course for Real Estate 116, Real Estate Practice, in fulfilling the educational requirement of nine units during the first 18 months of sales licensure. (CSU)

**139. Selected Topics. (1/2-6)** *(Please see Selected Topics category.)* (CSU w/limit)

**210. Real Estate Finance. (3)** *(No prerequisite. Advisory: Real Estate 115. Three lecture hours weekly.)*

Emphasizing real estate finance, this course includes lending policies and problems in financing

**215. Real Estate Economics. (3)** *(No prerequisite. Advisory: Real Estate 115. Three lecture hours weekly.)*

This course provides the means to interpret economic activities for the 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; the dynamics of community demographics; and analysis of property investment alternatives. It is required for real estate broker's license applications and partially satisfies the 18-month provisional real estate sales license requirements. (CSU)

**217. Advanced Real Estate Appraisal II. (3)** *(No prerequisite. Advisory: Real Estate 212. Three lecture hours weekly.)*

This course addresses the appraisal of multi-residential housing and the techniques used in the appraisal of income producing properties. The "Uniform Standards of Professional Appraisal Practice" are emphasized along with other government regulations affecting the appraisal process. (CSU)

transactions in residential, apartment, commercial, construction, and special purpose properties. Methods of financing properties are studied. The course applies toward the California Department of Real Estate's educational requirements for the real estate broker's license examination and the sales license provisional 18-month requirements. (CSU)

**212. Real Estate Appraisal I. (3)** *(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 types of property. Emphasis will be on residential and single unit properties. Applies toward the educational requirement for real estate broker's examination and fulfills the requirement as one of two classes in addition to "Real Estate Principles" for the real estate sales license. It also applies toward the educational requirement of 75 hours for the appraiser's license. (CSU)

**218. Property Management. (3)** *(No prerequisite. Advisory: Real Estate 115. Three lecture hours weekly.)*

Introducing property management concepts, this course emphasizes effective tools and methods of managing income property. Topics include landlord/tenant relations, contracts, income statements and balance sheets, records, employment regulations, income property investment principles, and management specialties. (CSU)

**219. Escrows. (3)** *(Prerequisite: Real Estate 115. Three lecture hours weekly.)*

This course emphasizes the methods and techniques of escrow procedure, focusing on the title insurance industry and its effect in the ownership and marketing of real property. (CSU)

**220. California Loan Brokering. (3)** *(No prerequisite. Advisory: Real Estate 115. Three lecture hours weekly.)*

This course introduces students to the complex laws and requirements affecting the origination and documentation processes for real estate loans. This course is designed for those already involved in a

real estate career or 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 application process. This course will meet Department of Real Estate (DRE) requirements for both basic education toward an original Sales or Brokers License as well as meet DRE requirements for continuing education. It can also be used by real estate appraisers for continuing education for the OREA. (CSU)

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

## 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.

### Selected Topics Courses

**39. Selected Topics (Nondegree Applicable).** (1/2-6) *(Prerequisite will vary with each topic.)*

## 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	Public Administrator
Educator	Social Worker
Foreign Service Worker	Statistician
Journalist	Urban Planner
Management Trainer	

### Faculty

Sandy Boyd

updated 9/4/2003

*Lecture and laboratory hours will vary with each topic.)*

This nondegree applicable course is designed to explore specialized and contemporary topics, which are not traditionally taught in the regular program. The subject matter and teaching methods will vary with the needs and interests of students. The topics will be announced in the class schedule. This course may be taken more than once for credit provided the same topic is not repeated. (Skills courses, however, may be taken twice.)

**139. Selected Topics. (1/2-6)** *(Prerequisite will vary with each topic. Lecture and laboratory hours will vary with each topic.)*

This course is designed to explore specialized and contemporary topics, which are not traditionally taught in the regular program. The subject matter and teaching methods will vary with the needs and interests of students. The topics will be announced in class schedule. This course may be taken more than once for credit provided the same topic is not repeated. (Skills courses, however, may be taken twice.)

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			Units
S SC	125	Research Methods and Term Papers in the Social Sciences	3

And 15 additional units of degree-applicable social science courses identified as:

Economics, Ethnic Studies, 15  
 Geography, History,  
 Political Science,  
 and Social Science

## Social Science Courses (S SC)

### 39. Selected Topics (Nondegree Applicable). (1/2-6) (Please see Selected Topics category.)

#### 115. Leadership and Governance. (1) (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)

#### 115AL/BL. Leadership and Governance Learning Lab. (1-2) (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 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 3

### 139. Selected Topics. (1/2-6) (Please see Selected Topics category.) (CSU/UC w/limit)

#### 215. Survey of Current Events and Issues. (3) (No prerequisite. Can be taken for credit as Social Science 215, Economics 215, or Political 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

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)

#### 125. Research Methods and Term Papers in the Social Sciences. (3) (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,

with the class to share their insights. (CSU/UC w/limit)

#### 249. Directed Study. (1-3) (No prerequisite. One to three hours weekly.)

This course allows a student to explore some area within the social sciences under the direction of a faculty member. May be taken more than once for credit. (CSU/UC w/limit)

## Sociology

**Sociology explores the patterns in human behavior and tries to make sense out of the many forces in society that shape individual lives. Courses in sociology provide the tools and intellectual framework, which students can use to better understand the society in which they live.**

## Career Options

Administrator	Marriage, Family, & Child Counselor
Adoptions Worker	Penologist
Affirmative Action Officer	Police Officer
Camp Counselor	Probation/Parole Officer
Community Outreach Worker	Program Director
Consumer Research Assistant	Psychiatric Social Worker
Corrections Officer	Recreation Therapist
Criminologist	Rehabilitation Counselor
Crisis Counselor	Research Worker
Demographer	Residential Counselor
Drug/Alcohol Counselor	Social Ecologist
Eligibility Worker	Social Service Aide
Employee Relations Assistant	Social Statistician
Employment Interviewer	Social Worker
FBI Agent	Sociologist
Geriatric Specialist	Teacher
Intake Interviewer	Volunteer Coordinator
Leader	Welfare Worker
	Youth Organization Leader

**39. Selected Topics (Nondegree Applicable).  
(1/2-6)** (Please see Selected Topics category.)

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**Faculty**

Michael E. Brailoff  
Paul Christensen  
Peter Kassebaum

**Department Phone: (415) 485-9630**

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**Suggested Transfer Preparation**

Major requirements are subject to change. Please consult the latest catalog of the school you plan to attend and meet with a College of Marin counselor. Updated information is available at [www.assist.org](http://www.assist.org), a statewide repository of articulation and student transfer information.

Lower division major requirements for upper division standing at:

**University of California, Berkeley**

*Sociology 110*  
*Math 115 or Statistics 115*

**University of California, Davis**

*Anthropology 102 or 103*  
*Philosophy 112*  
*Psychology 205*  
*Sociology 110 or 112 or 230*  
*One course from: History 110, 111, 112, 117, 118*

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**Sociology Courses (SOC)**

**110. Introductory Sociology, Individual and Society. (3)** *(No prerequisite. Three lecture hours weekly.)*

A course designed to develop a sociological perspective; it will explore the relationship between individual and 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 D1, IGETC Area 4, CAN SOC 2*

**112. Social Deviance and Problems. (3)** *(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 D1, IGETC Area 4, CAN SOC 4*

**139. Selected Topics. (1/2-6)** *(Please see Selected Topics category.) (CSU/UC w/limit)*

**140. Marriage, Family, and Intimate Relationships. (3)** *(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 D1 or E, IGETC Area 4*

**184. Criminology. (3)** *(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)

**205. Introduction to Research Methods and Data Analysis in Sociology. (3)** *(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 D1, IGETC Area 4*

**220. Vice, Narcotics, and Organized Crime. (3)** *(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)

**230. Social Psychology. (3)** *(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)

AA/AS Area B, CSU Area D1, IGETC Area 4

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

**250. Organizational Sociology. (3)** (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 D1

## 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

Diplomatic Service	International Business
Editor	Teacher
Foreign Correspondent	Tour Guide
Foreign Service Officer	Translator/Interpreter
Hotel Management	Travel Agent
Import/Export	

## Faculty

Jose Mendez  
Victoria Vieira

**Department Phone: (415) 485-9348**

## Suggested Transfer Preparation

Major requirements are subject to change. Please consult the latest catalog of the school you plan to attend and meet with a College of Marin counselor. Updated information is available at [www.assist.org](http://www.assist.org), a statewide repository of articulation and student transfer information.

Lower division major requirements for upper division standing at:

**University of California, Davis**  
*Spanish 101, 102, 203, 204, 225\*, 226\**

*\*The need to take these courses will be decided in consultation with UC Davis Spanish Department advisor.*

## 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. The language courses are offered both in a traditional as well as an individualized, self-paced mode. 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	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.

### 39. Selected Topics (Nondegree Applicable). (1/2-6) (Please see Selected Topics category.)

#### 101. Elementary Spanish I. (5) (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. When the course is offered for variable units as Spanish 101ABCDL, placement at achievement levels will be determined by instructor on the basis of tests and previous work. Can also be offered in a distance learning format. Spanish 101L may be taken four times for credit. (CSU/UC)

AA/AS Area C, CSU Area C2, UC Language other than English

#### 102. Elementary Spanish II. (5) (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. When course is offered for variable units as Spanish 102ABCDL, instructor, on the basis of tests and previous work, will determine placement at achievement levels. Spanish 102L may be taken four times for credit. Can also be offered in a distance learning format. (CSU/UC)  
AA/AS Area C, CSU Area C2, IGETC Area 3B

#### 110. Conversational Spanish I. (4) (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)

#### 112. Conversational Spanish II. (4) (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)

#### 114. Conversational Spanish III. (4) (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 audiovisual packages related to class work. Use of audio materials depicting everyday situations for improving fluency and accuracy in pronunciation. May be taken four times for credit. (CSU)

**120. Spanish for the Health Care Professionals I. (3)** (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)

**121. Spanish for the Health Care Professionals II. (3)** (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)

**139. Selected Topics. (1/2-6)** (Please see *Selected Topics* category.) (CSU/UC w/limit)

**203. Intermediate Spanish III. (5)** (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.

When course is offered for variable units as Spanish 203ABCDL, placement at achievement levels will be determined by instructor on the basis of tests and previous work. Spanish 203L may be taken four times for credit. (CSU/UC)

AA/AS Area C, CSU Area C2, IGETC Area 3B

**203HB. Intermediate Spanish for Heritage and Bilingual Speakers. (4)** (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 C2, IGETC Area 3B

**204. Intermediate Spanish IV. (4)** (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.

When course is offered for variable units as Spanish 204ABCD, placement at achievement levels will be determined by instructor on the basis of tests and previous work. May be taken four times for credit.

(CSU/UC)

AA/AS Area C, CSU Area C2, IGETC Area 3B

**225-226. Advanced Spanish I and II. (3-3)**

(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. Spanish 226 may be taken four times for credit. (CSU/UC)

AA/AS Area C, CSU Area C2, IGETC Area 3B

**228. Advanced Spanish Conversation and Culture through Films. (3)** (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. May be taken four times for credit.

(CSU/UC)

CSU Area C2

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

## Speech

Courses in speech offer a fundamental and valuable skill for all students. Learning to communicate our ideas orally with ease and persuasion is of significant value whether it is used interpersonally between friends, within decision-making groups, or before large audiences.

### Career Options

Communication Analyst  
Interpersonal Communications Consultant  
Lawyer  
Public Relations Representative  
Sales  
Radio Announcer  
Speech Therapist  
Speech Writer

### Faculty

Ronald Gaiz  
Patricia O'Keefe

Department Phone: (415) 485-9348

### Transfer Information

See a counselor for transfer information for specific schools.

### 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.

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

Requirements	Units
SPCH 110 Introduction to Speech Communication	3

Fifteen additional units to be selected from the following:

SPCH 120	Interpersonal Communication	3
SPCH 122	Public Speaking	3
SPCH 128	Intercultural Communication	3
SPCH 132	Argumentation and Persuasion	3
SPCH 140	Oral Interpretation of Literature I	3
SPCH 141	Oral Interpretation of Literature II	3
SPCH 155	Radio and Television Announcing and Performance	3
SPCH 249	Directed Study	1-3

### Speech Courses (SPCH)

**39. Selected Topics (Nondegree Applicable). (1/2-6)** (Please see Selected Topics category.)

**110. Introduction to Speech Communication. (3)** (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 AI, IGETC Area 1C

**110L. Introduction to Speech Communication Lab. (1/2)** (No prerequisite. Corequisite: Speech 110. One and one-half laboratory hours weekly.)

Students will watch and write analyses of model speeches, describing successful elements. Further, students will develop and practice speech skills using the video camera for taped feedback. (CSU)

**120. Interpersonal Communication. (3)** (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 AI, IGETC Area 1C

**122. Public Speaking. (3)** (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)  
*CSU Area A1, IGETC Area 1C, CAN SPCH 4*

**128. Intercultural Communication. (3)** *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 D1, IGETC Area 3B*

**132. Argumentation and Persuasion. (3)** *(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 A1 or A3, IGETC Area 1C*

**139. Selected Topics. (1/2-6)** *(Please see Selected Topics category.) (CSU/UC w/limit)*

**140-141. Oral Interpretation of Literature I and II. (3-3)** *(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 C2*

**155. Radio and Television Announcing and Performance. (3)** *(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)

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

## Statistics

Department Phone: (415) 485-9610

### Statistics Courses (STAT)

**39. Selected Topics (Nondegree Applicable). (1/2-6)** *(Please see Selected Topics category.)*

**115. Introduction to Statistics. (4)** *(Prerequisite: Math 103. Four lecture hours weekly.)*

An introduction to statistics for students in social science and business. Students will be instructed in the use of computer spreadsheet software to solve statistical and data analysis problems. 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. (CSU/UC)  
*AA/AS Area E, CSU Area B3, IGETC Area 2, CAN STAT 2*

**139. Selected Topics. (1/2-6)** *(Please see Selected Topics category.) (CSU w/limit)*

## Study Skills

### Faculty

Victoria Coad  
Harriet Eskildsen  
Frances A. Rouda  
Gloria Specter

Department Phone: (415) 485-9345

### Study Skills Courses (STSK)

**39. Selected Topics (Nondegree Applicable). (1/2-6)** *(Please see Selected Topics category.)*

**50. Understanding Learning Disabilities. (1)** *(No prerequisite. One lecture hour weekly.)*

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.

**53. Basic Math Skills. (1)** *(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.

**54. Writing Improvement. (1)** *(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.

**56. How to Study in College. (1)** *(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.

**70-78. Study Skills Workshop. (1/2 unit each module)** *(No prerequisite. Twenty-six and one-quarter laboratory hours per one-half unit. An open-entry, open-exit class.)*

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. Study Skills 71-78 are repeatable for credit.

Courses offered are:		Units
70.	Evaluation	1/2
71.	Reading	1/2
72.	Spelling	1/2
73.	Math	1/2
74.	Language Arts	1/2
75.	Vocabulary	1/2
76.	Study Techniques	1/2
77.	Adapted Computer Learning	1/2
78.	Acquired Brain Injury	1/2

**139. Selected Topics. (1/2-6)** *(Please see Selected Topics category.)* (CSU w/limit)

**161. Seminar for Tutors. (2)** *(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)

**161A. Instructional Resources for Tutors. (1/2)** *(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)

**162. Community Action Skills Lab. (2)**

*(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**

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**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)**

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**298ABCD. Occupational Work Experience (1-4)**

*(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)

**299ABC. General Work Experience. (1-3)**

*(Prerequisite: Enrollment in at least seven units of college courses including Work Experience. A minimum of five hours of employment per week for each unit.)*

The student must be employed but the position need not relate to college major or student's career goals. The instructor-coordinator and the employer assist the student to become a more effective employee, while also clarifying and pursuing longer term career goals. May be taken for a maximum of six units. (CSU)