INFORMATION CONTAINED WITHIN CREDIT COURSE DESCRIPTIONS

The first part of the course description contains the course discipline abbreviation, number, title, and the student unit value of the course. Example: ENGL 150: Reading and Composition 1A, 3.0 Units. It also contains the hours required for the course, the number of times the course may be repeated for credit (if any), and any prerequisites, corequisites, advisories, or other limitations.

The second part of the description is a brief explanation of the material covered in the course.

At the end of the description, University of California (UC) and California State University (CSU) transfer and Associate degree information is included.

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

NONCREDIT COURSES

The college offers free noncredit courses in several areas; please see the Noncredit listings at the end of Course Descriptions for courses in Basic Skills (ESBS), Disabled Students Programs and Services (DSPN), and Vocational (VOCN). For English as a Second Language Noncredit (ESLN and ESLV) courses, please see the ESL listings. For Nursing Education Vocational (VOCN) courses, please see Nursing Education (NE) listings. Since no credit is awarded for noncredit courses, these courses appear without student unit values in this catalog. Noncredit courses have no prerequisites or repeatability restrictions, and vary in the number of hours of instruction offered.

STUDENT UNITS AND HOURS

Credit for courses offered at College of Marin is awarded in semester units. The value of the course is calculated on the basis of one unit for each lecture hour per week for one semester (together with two hours of preparation outside class) or three hours of laboratory work per week for one semester. Semesters (Fall and Spring) are 16 to 18 weeks in duration; the Summer session is 6 weeks. Courses meeting in the Summer session, or for less than the full semester, require an equivalent number of hours prorated on a per week basis.

PREREQUISITES, COREQUISITES, AND ADVISORIES

Prerequisites

A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a particular course or program. The College requires students to complete prerequisite courses with a grade of C, P, or higher prior to registering in the course requiring the prerequisites. Examples of courses that may require prerequisites:

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

Equivalent Course Work/ Prerequisite Challenges

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

Corequisites

A corequisite is a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course. Courses that require corequisites include courses that are part of a closely related lecture-laboratory pairing; for example, Biology 110 and Biology 110L. Students may not enroll in one without enrolling in the other.

Advisories

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

Other Limitations

Other limitations on enrollment may include:

1. Courses that require public performance or competition.
2. Blocks of courses for which enrollment is limited in order to create a cohort of students.

GRADING SYSTEMS

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

COURSE NUMBERING SYSTEM

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

- 0-099: Preparatory/remedial courses and courses that do not apply to the major. Courses numbered 00-99 are not applicable to the Associate degree.
- 100-199: Courses taken during the first year of academic work or the first 30 units of course work. Courses numbered 100-199 are applicable to the Associate degree.
- 200-299: Courses taken during the second year of academic work or the second 30 units of course work. Courses numbered 200-299 are applicable to the Associate degree.
- 300-399: Courses numbered 300-399 are applicable to the Associate degree.
- 400-499: Independent Study: Offered in most disciplines, by prior arrangement with instructor, for 1 to 3 units, requiring 3 laboratory hours weekly per unit. Please see Independent Study listing. Independent Study courses may be applicable to the Associate Degree.
**REPEATABLE COURSES**

Under certain circumstances, students may repeat courses in which a grade of "C" or higher or "CR" or "P" was earned. Effective Fall 2013, many courses in Art, Dance, Drama, Music, and Kindesiology are no longer eligible for repeatability. Current courses that are repeatable are identified in the course descriptions. For more information about course repetition, please see AP (Administrative Procedure) 4225.

**ADMINISTRATION OF JUSTICE**

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

**Career Options**

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

**Faculty**

Sandy Boyd

Department Phone: (415) 457-8811, Ext. 8200

**Transfer**

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

**A.S. IN ADMINISTRATION OF JUSTICE, OCCUPATIONAL**

(Certificate of Achievement also awarded)

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

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

**REQUIREMENTS**

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>AJ 110</td>
<td>Introduction to Administration of Justice</td>
</tr>
<tr>
<td>AJ 111</td>
<td>Criminal Law</td>
</tr>
<tr>
<td>AJ 113</td>
<td>Criminal Procedures</td>
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<tr>
<td>AJ 116</td>
<td>Juvenile Law and Procedure</td>
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<tr>
<td>AJ 118</td>
<td>Community and Human Relations</td>
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<tr>
<td>AJ 204</td>
<td>Crime and Delinquency</td>
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<td>Or</td>
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<tr>
<td>SOC 184</td>
<td>Criminology</td>
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<tr>
<td>AJ 212</td>
<td>Introduction to Evidence</td>
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<tr>
<td>AJ 215</td>
<td>Introduction to Investigation</td>
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**ADMINISTRATION OF JUSTICE COURSES (AJ)**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>AJ/SOC 220</td>
<td>Vice, Narcotics, and Organized Crime</td>
<td>3</td>
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</table>

**TOTAL UNITS**

27

**AJ 110: Introduction to Administration of Justice**

3.0 Units. 3 lecture hrs/wk. No prerequisite.

The history and philosophy of justice as it evolved throughout the world; in-depth study of the American system and the various subsystems; roles and role expectations of criminal justice agents in their interrelationships in society; concepts of crime causation, punishments and rehabilitation; ethics, education, and training for professionalism in the social system. (CSU/UC)

**AJ 111: Criminal Law**

3.0 Units. 3 lecture hrs/wk. No prerequisite.

Historical development, philosophy of law and constitutional provisions; definitions, classifications of crimes and their applications to the system of administration of justice; legal research, review of case law, methodology, and concepts of law as a social force. Explores crimes against persons, property, and the state as a social, religious, and historical ideology. (CSU/UC)

**AJ 113: Criminal Procedures**

3.0 Units. 3 lecture hrs/wk. No prerequisite.

Legal processes from prearrest, arrest through trial, sentencing and correctional procedures; a review of the history of case and common law; conceptual interpretations of law as reflected in court decisions; study of case law methodology and case research as the decisions impact the procedures of the justice system. (CSU)

**AJ 116: Juvenile Law and Procedure**

3.0 Units. 3 lecture hrs/wk. No prerequisite.

Techniques of handling juvenile offenders and victims; prevention and repression of delinquency; diagnosis and referral; organization of community resources. Juvenile law and juvenile court procedures. (CSU)

**AJ 118: Community and Human Relations**

3.0 Units. 3 lecture hrs/wk. No prerequisite.

The relationship of criminal justice agents and the community; causal and symptomatic aspects of community understanding; lack of cooperation and mistrust; study of behavioral causes; ways to develop and maintain amicable relationships. (CSU/UC)

**AJ 204: Crime and Delinquency**

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as AJ 204 or SOC 184; credit awarded for only one course.

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 takes a sociological perspective and integrates theories from sociology, criminology, and criminal justice. (CSU/UC) CSU Area D-0
AJ 212: Introduction to Evidence
3.0 Units. 3 lecture hrs/wk. No prerequisite.
Origin, development, philosophy, and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizures; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights; and case studies viewed from a conceptual level. (CSU)

AJ 215: Introduction to Investigation
3.0 Units. 3 lecture hrs/wk. No prerequisite.
Fundamentals of investigation; techniques of crime scene search and recording; collection and preservation of physical evidence; modus operandi processes; sources of information; interview and interrogation; follow-up investigation. (CSU)

AJ 220: Vice, Narcotics, and Organized Crime
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This course examines the relationship between organized crime and the community. It covers the impact of organized crime, history of organized crime, relationship to the social structure, symptoms of organized crime (e.g. corruption, dysfunctional behavior, violence), and attempts to control organized crime and the role of the legal system. Sociological theory and concepts from criminal justice are integrated into the course. (CSU)

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

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

Department Phone: (415) 485-9348

AMERICAN SIGN LANGUAGE COURSES (ASL)

ASL 101: Elementary Sign Language I
5.0 Units. 4 lecture and 3 TBA hrs/wk. No prerequisite.
This introductory course emphasizes visual readiness skills for recognition and expression of appropriate facial expressions and body movements, response to commands, and learning how to visualize the environment. Communicative functions, vocabulary, grammar, and cultural aspects of the deaf community are introduced and studied. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6A: UC Language other than English

ASL 102: Elementary Sign Language II
5.0 Units. 4 lecture and 3 TBA hrs/wk. Prerequisite: ASL 101.
A continuation of ASL 101; exchanging information, identifying others, making requests, giving reasons, options, simple directions, and asking for clarification. Discussions revolve around classes, the campus, home, work and transportation, physical descriptions of people and objects, general conversation skills, visual perception and specific specialization skills, and the continuation of the cultural study of the deaf community. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6A: UC Language other than English

ASL 110: History and Culture of Deaf People in America
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This course identifies basic anthropological approaches toward the examination and study of minority groups in general, with specific emphasis on American Deaf culture as a minority group. Includes an introductory comparison of the structures of visual and spoken languages and a presentation of the normative system of laws in America that has developed for deaf Americans. (CSU) AA/AS Areas C and G, CSU Areas C-2 or D-1

ASL 203: Intermediate Sign Language III
5.0 Units. 4 lecture and 3 TBA hrs/wk. Prerequisite: ASL 102.
This course is a continuation of ASL 101 and 102, expanding upon the conversational and grammar functions, and delving more deeply into Deaf Culture. Skills to be learned include locating things, asking for solutions to everyday problems, telling about life events and personal background, making suggestions and requests, and asking permission. Students learn how to engage in more sustained communication in ASL, sometimes on philosophical and cultural topics. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6A: UC Language other than English

ASL 204: Intermediate Sign Language IV
4.0 Units. 4 lecture hrs/wk. Prerequisite: ASL 203.
This course strives for a higher level of conversation and narration skills. Topics include describing problems at home, work and school, expressing opinions and feelings and argumentation; i.e., how to disagree with someone and potentially change that person’s mind. (CSU/UC) AA/AS Area C, IGETC Area 6: UC Language other than English
ANTHROPOLOGY

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

Career Options

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

ANTHROPOLOGY COURSES (ANTH)

ANTH 101: Introduction to Physical/Biological Anthropology
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This course examines evolutionary theory as a unifying theory that encompasses human variation and human evolution, as well as genetics and the human genome. Topics include primates, including behavior, anatomy, and features of the skeletal system; forensic analysis; archaeological theory and methodology; scientific method; and an overview of the most significant fossil sites that relate to human evolution. The department has an extensive collection of fossil casts that allows students the opportunity to actually see them in person rather than relying solely upon photographs or descriptions. Some instructors may require field trips to local zoos, museums or lectures. (CSU/UC) AA/AS Area A, CSU Area B-2, IGETC Area 5B

ANTH 101L: Physical/Biological Anthropology Laboratory
1.0 Unit. 3 lab hrs/wk. Prerequisite: ANTH 101 or concurrent enrollment.
Laboratory and related exercises selected from the fields of: genetics, the human genome, human variability, medical genetics, nonhuman primates, human dental and skeletal anatomy, forensics, primate behavior, reconstruction, fossil hominids, the scientific method including probability and research design. This course covers in greater detail areas which are taught in ANTH 101 and which require the active participation of students in learning how to accomplish specific tasks related to the above areas. Field trips may be included. (CSU/UC) AA/AS Area A, CSU Area B-2 or B-3, IGETC Area 5C

ANTH 102: Introduction to Cultural Anthropology
3.0 Units. 3 lecture hrs/wk. No prerequisite.
The study of human behavior from a cross cultural perspective. Emphasis is placed on non Western societies. Areas that may be covered are social organization, belief systems and ritual behavior, socialization, psychological anthropology, economic organization, social stratification, theory, and other selected topics. A goal of the course is to create a greater degree of cross cultural awareness by attempting to promote an understanding of and appreciation for the richness and diversity of human culture. (CSU/UC) AA/AS Area B, CSU Area D-1, IGETC Area 4A

ANTH 103: Globalization and Peoples and Cultures of the World
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This course explores what is happening to cultural groups from diverse regions around the world. The focus is on cultural change, impact of technology, and external and regional pressures and how they impact local groups. The roles of women and children, ethnic/racial/religious violence, class conflict, poverty, child/female trafficking, slavery, child soldiers, disease, forced migration, famine and genocide are covered. The roles of the World Bank, World Trade Organization, multi-national corporations, and local and regional elites are presented as they relate to the lives of specific ethnic groups. Theory from ethnology and ethnography are used as a basis for analysis. (CSU/UC) AA/AS Area B, CSU Area D-1, IGETC Area 4A

ANTH 110: Introduction to Archaeology and Prehistory
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This course includes the methods of recovery, analysis and interpretation of material culture, current research questions, current controversies, frauds of the past, ethical problems confronting the archaeologist and some of the spectacular discoveries. Some of the questions to be explored include the origin of art and writing, the evolution of tool making, how and why agriculture began, why civilizations rose and fell, and who settled the Americas. (CSU/UC) AA/AS Area B, CSU Area D-1, IGETC Area 4A

ANTH 208: Magic, Folklore, and Healing
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This course surveys belief systems and folklore from a cross cultural perspective. It asks: What do we know about the origins of belief systems? Why do people in most societies believe in unseen spirits and powers? How do people use supernatural or special powers to gain control over their own lives or the lives of others? What is the subdiscipline of folklore and how does it relate to the subject matter and to anthropology as a whole? Examples are drawn from a wide variety of cultural areas. (CSU/UC) CSU Area D-1, IGETC Area 4A
ARCHITECTURE

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

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

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

Career Options

Department Phone: (415) 485-9480

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

ARCHITECTURE COURSES (ARCH)

ARCH 100: History of Architecture I
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This class traces the development of architecture and cities throughout the world from the earliest permanent settlements at the end of the Ice Age to the 1100s C.E., emphasizing the evolution of architectural ideas and the connection between architecture and culture. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

ARCH 101: History of Architecture II
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This class traces the development of architecture and cities throughout the world from the 1100s C.E. to the end of the nineteenth century, emphasizing the evolution of architectural ideas and the connection between architecture and culture. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

ARCH 102: History of Architecture III
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This class traces the development of architecture and cities throughout the world during the twentieth century, emphasizing the evolution of architectural ideas and the connection between architecture and culture. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

ARCH 107: Cutting-Edge Architecture Field Trips
3.0 Units. 3 lecture hrs/wk. No prerequisite. Seven field days, 48 hours lecture. Based on initial trip of one week per 48 hour lecture. Subsequent trips will vary.
This course is for anyone interested in cutting-edge design, and particularly for architecture, interior, landscape and set design students working in this 21st century. The class visits inspiring examples of the latest in architectural design in various cities such as Los Angeles, Dallas and Berlin. These intensive field trips include lectures, visits to architectural sites, drawing, discussion, and personal exploration. (CSU)

ARCH 110: Beginning Architectural Design
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite.
This design course explores fundamental principles and issues of architectural design through the use of abstract design projects. Students interested in architecture, interior design, landscape design, engineering, building construction, gallery or theatre design, sculpture and other fine arts create their own design solutions, moving from beginning sketches through development, to final models. Students learn to develop architectural vocabulary and thinking in a group studio environment, and address formal, symbolic and contextual concepts of architecture. (CSU/UC)

ARCH 111: Intermediate Architectural Design
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisites: ARCH 110 and 120.
This design course explores local urban and rural architectural design projects through lectures, design projects, site visits, individual and group critiques, model building and drawings. Human needs, social factors, public/private issues, contexture, historic precedent, and aesthetic perception are emphasized. Students learn about design methodology, site and program analysis, and presentation techniques. Students further address formal, symbolic, and contextual issues of architecture. (CSU)

ARCH 120: Beginning Architectural Drafting
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite.
This course introduces students interested in architecture, interior design, landscape architecture, construction, engineering, and other related fields to the fundamentals of architectural drafting. Students learn hard-line drafting skills, architectural conventions, and the appropriate applications for the following architectural drawings: plan, section, elevation, paraline, and perspective. Emphasis is placed on the importance of drawings in the communication between designers, clients and builders, and on the relationship between three-dimensional form and its two-dimensional representation on paper. (CSU)
ARCH 121:  Intermediate Architectural Drafting
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: ARCH 120. Advisories: ARCH 110 and 130.
A practical intermediate course in architectural drafting. Course involves applying basic drafting and lettering techniques, architectural projections, detail and working drawings, and the basic understanding of wood frame construction to the solution of a variety of practical architectural and construction problems. Portfolio of blueprints required at the end of the semester. (CSU)

ARCH 127:  Architectural Rendering: Techniques of Presentation
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite.
Students in this course learn how to make beautiful and convincing drawings and models of their designs for presentation to clients, design review boards, peers, publications and competitions. Students interested in architecture, interior design, landscape design, engineering, building construction, gallery and theater design and other fine arts will all enjoy and benefit from this course. Students learn how to work both individually and in teams, simulating the office environment. (CSU)

ARCH 130:  Introduction to Architecture and Environmental Design
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This course provides a foundation for future architecture, interior design, landscape architecture, and city planning courses. It explores the basic elements of architecture and the built environment including form, organizational principles, context, materials, and the sensory qualities of design. The design process and professional practice are also addressed. Emphasis is placed on the process of developing one's personal approach to design, the ways in which people experience architecture, and the relationship of architecture to society. (CSU/UC)

ARCH 131:  New Architecture on Campus
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This class covers the architectural history of the College of Marin campus and the current Capital Improvement Program. Students learn the architectural modernization processes involved in carrying out the CIP and follow the ongoing progress of design and construction. Emphasis is placed on the sometimes conflicting needs of various stakeholder groups and the impact of these needs on the physical design of the campus. In addition, students research the impact of the plethora of governmental requirements on the design and construction of new buildings on the College of Marin campus. (CSU) A.A./AS Area C

ARCH 140:  2-D Computer Graphics for Architecture
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite. Advisory: ARCH 120.
Students learn the basic skills needed to produce 2D presentation and construction drawings for architecture and similar disciplines using the computer. Emphasis is placed on using software tools to create drawings that effectively communicate the intention of the designer to clients and builders, on organizing information within the drawing environment to simplify the production and revision of drawings, and on building the skills necessary to produce drawings efficiently. The class is taught using Vectorworks software. The basic concepts and skills apply generally to all CAD software applications. (CSU)

ARCH 141:  3-D Computer Graphics for Architecture
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: ARCH 140.
Students learn the skills needed to produce three-dimensional design and presentation drawings for architecture and similar disciplines using the computer. Emphasis is placed on using software tools to create drawings that effectively communicate the intention of the designer to clients and others, on organizing information within the drawing environment to simplify the production and revision of drawings, and on building the skills necessary to produce drawings efficiently. The class is taught using Vectorworks and other 3D software; however, the basic concepts and skills apply generally to all 3D software applications. (CSU)

ARCH 150:  Green and Sustainable Architectural Design
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite.
In this course, students learn the fundamentals of green sustainable architecture. Through lectures, discussion, and class design projects, students consider a wide range of sustainability issues, including the history of environmental degradation and the rise of sustainability as a discipline. Topics include energy conservation and generation, reuse and recycling, renewable materials, and a range of planning and transportation considerations in terms of their impact on the environment. The lab section of the class is designed to give students hands-on experience in green and sustainable design through a series of architectural design projects. (CSU)

ARCH 220:  Advanced Architectural Drafting
4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisites: ARCH 120 and 121 or concurrent enrollment.
Students design a small house and provide the necessary drawings which include program development, schematic design, design development and working drawings. A presentation of the completed project is required at the end of the semester. (CSU)
ART

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

Career Options


Faculty

William Abright, Chester Arnold, Polly Steinmetz, Katherine Wagner

Department Phone: (415) 485-9480

Transfer

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

A.A. IN ART

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

Requirements

| ART   | 112 | 2-D Art Fundamentals | 4  |
| ART   | 130 | Drawing and Composition I | 4  |

One art history course from the following:

| ART   | 101 | History of Ancient Art | 3  |
| ART   | 102 | History of European Art | 3  |
| ART   | 103 | History of Modern Art | 3  |
| ART   | 104 | History of Asian Art | 3  |
| ART   | 105 | History of Contemporary Art | 3  |
| ART   | 106 | History of Women Artists | 3  |
| ART   | 107 | History of American Art | 3  |
| ART   | 108 | Arts of the Americas (also offered as ETST 108 or HUM 108) | 3  |

And 12 additional units from the following:

| ART   | 113 | 3-D Art Fundamentals | 4  |
| ART   | 114 | Interior Design I | 4  |
| ART   | 116 | Jewelry Design I | 4  |
| ART   | 118 | Art Gallery Design and Management I | 4  |
| ART   | 129 | Materials and Techniques | 4  |
| ART   | 134 | Life Drawing I | 4  |
| ART   | 140 | Painting I | 4  |
| ART   | 144 | Watercolor | 4  |
| ART   | 146 | Life Painting I | 4  |

ART 148 Color Theory 4
ART 152 Printmaking I 4
ART 154 Surface Design on Fabric 4
ART 165 Fiber Sculpture I 4
ART 170 Ceramics I 4
ART 175 Primitive Sculpture 4
ART 180 Sculpture I 4
ART 185 Life Sculpture I 4
ART 190 Black and White Photography I 4
ART 193 Beginning Digital Imaging for the Photographer 4

Total Units 23

A.S. IN DESIGN, APPLIED, OCCUPATIONAL

Courses in this program are offered at both campuses. Students may take courses at either campus to fulfill requirements for the major. The program offers a problem solving approach to design. The students elect the emphasis area (either two-dimensional or three-dimensional) that is most compatible with their occupational goals.

Requirements

| ART   | 112 | 2-D Art Fundamentals | 4  |
| ART   | 113 | 3-D Art Fundamentals | 4  |
| ART   | 130 | Drawing and Composition I | 4  |
| ART   | 148 | Color Theory | 4  |

Any course in Art History:

| ART   | 101 | History of Ancient Art | 3  |
| ART   | 102 | History of European Art | 3  |
| ART   | 103 | History of Modern Art | 3  |
| ART   | 104 | History of Asian Art | 3  |
| ART   | 105 | History of Contemporary Art | 3  |
| ART   | 106 | History of Women Artist | 3  |
| ART   | 107 | History of American Art | 3  |
| ART   | 108 | History of Arts of the Americas | 3  |
| BUS   | 101 | Introduction to Business | 3  |

Total Core Units 22

Additionally, applied design majors with an emphasis in two-dimensional design must complete 16 units (four courses) from the following art studio courses:

| ART   | 131 | Drawing and Composition II | 4  |
| ART   | 134 | Life Drawing I | 4  |
| ART   | 135* | Life Drawing II | 4  |
| ART   | 140 | Painting I | 4  |
| ART   | 141* | Painting II | 4  |
| ART   | 144 | Watercolor I | 4  |
| ART   | 145* | Watercolor II | 4  |
| ART   | 152 | Printmaking I | 4  |
| ART   | 153* | Printmaking II | 4  |
| ART   | 190 | Black and White Photography I | 4  |
| ART   | 191* | Black and White Photography II | 4  |

Total Degree Units 42

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

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

| ART   | 116 | Jewelry Design I | 4  |
| ART   | 117* | Jewelry Design II | 4  |
| ART   | 118 | Art Gallery Design and Management I | 4  |
| ART   | 119* | Art Gallery Design and Management II | 4  |
| ART   | 165 | Fiber Sculpture I | 4  |
| ART   | 170 | Ceramics I | 4  |
| ART   | 171* | Ceramics II | 4  |
A.S. IN DESIGN, APPLIED — INTERIOR, OCCUPATIONAL

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101: History of Ancient Art</td>
<td>3.0 Units. 3 lecture hrs/wk. No prerequisite. This class surveys early art and visual culture in a selection of sites, including prehistoric, Near Eastern, Greek, Roman, and Byzantine. Emphasis is placed on enhancing students’ ability to observe and describe visual works, and to understand them in their social and historical context. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A</td>
<td>3</td>
</tr>
<tr>
<td>ART 102: History of European Art</td>
<td>3.0 Units. 3 lecture hrs/wk. No prerequisite. This class surveys the visual creations of a variety of European cultures from medieval times to the mid-nineteenth century. The interactions of cultures and religions are considered in relation to their art. Emphasis is placed on enhancing students’ ability to observe and describe visual works, and to understand them in their social and historical context. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A</td>
<td>3</td>
</tr>
<tr>
<td>ART 103: History of Modern Art</td>
<td>3.0 Units. 3 lecture hrs/wk. No prerequisite. This class is a survey of art and visual culture from the mid-nineteenth century to the present. (For focus on recent art, see Art 105.) Emphasis is placed on enhancing the student’s ability to observe and describe visual works, and to understand them in their social and historical context. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A</td>
<td>3</td>
</tr>
<tr>
<td>ART 104: History of Asian Art</td>
<td>3.0 Units. 3 lecture hrs/wk. No prerequisite. This course is a comparative study of art and visual culture in the Far East, including India, China, Japan, Korea, and Southeast Asia. Work in a variety of materials is studied in relation to its social and religious contexts. The role of Asian art in the contemporary world is considered, including work by expatriate artists. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A</td>
<td>3</td>
</tr>
<tr>
<td>ART 105: History of Contemporary Art</td>
<td>3.0 Units. 3 lecture hrs/wk. No prerequisite. This course covers recent art, focusing on the art and visual culture of the last thirty years. Emphasis is on new concepts and techniques by a diverse selection of artists. The visual and social issues raised by contemporary art is considered. Includes field trips to art galleries or other points of interest. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A</td>
<td>3</td>
</tr>
<tr>
<td>ART 106: History of Women Artists</td>
<td>3.0 Units. 3 lecture hrs/wk. No prerequisite. This class introduces visual work by women of diverse cultures and identities. A variety of media is covered, from historical to contemporary eras. Students develop visual awareness, and familiarity with the social circumstances in which the work was produced. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A</td>
<td>3</td>
</tr>
<tr>
<td>ART 107: History of American Art</td>
<td>3.0 Units. 3 lecture hrs/wk. No prerequisite. This class surveys the art and visual culture of the United States in historical and contemporary eras, including work by a diverse selection of artists. A variety of media will be presented through classroom presentations and field trips. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A</td>
<td>3</td>
</tr>
<tr>
<td>ART 108: History of Arts of the Americas</td>
<td>3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as Art 108, ETST 108; or HUM 108; credit awarded for only one course. This course covers a selection of the art and visual culture of the Americas: North, Central, and South America, and the Caribbean. Art of the United States focuses on works from the culturally diverse peoples of the Bay Area. (CSU/UC) AA/AS Area C &amp; G, CSU Area C-1, IGETC Area 3A</td>
<td>3</td>
</tr>
<tr>
<td>ART 109: Gallery Seminar in Art</td>
<td>2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite. Seminar in art history based on art available in museums, galleries, and collections. This course may be conducted at any site where original art objects are available for study and discussion. It includes assigned reading, lectures, and discussion trips to study art. Seminar</td>
<td>2</td>
</tr>
</tbody>
</table>
discussion and presentations follow field trips. Content and areas of concentration may vary depending on locations and availability of art. (CSU)

ART 110: History of Islamic Art
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This survey of Islamic art considers the development of artistic forms produced for the practice of Islam, as well as art and architecture produced for and by people who live in predominantly Islamic regions. Visual cultures from Spain to China are discussed, from the 7th century C.E. to the present. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

ART 112: 2-D Art Fundamentals
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite.
An introductory level studio course that encourages students to express themselves by using and understanding the elements of 2-D art: line, shape, texture, value, color, perspective, and space. Principles of composition are explored using a wide variety of media. This course is required for art majors and highly recommended for all art students. (CSU/UC) CSU Area C-1

ART 113: 3-D Art Fundamentals
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite.
An introductory level studio course that encourages students to express themselves by using and understanding the elements of 3-D art: line, plane, volume, mass, surface treatment, light and shadow. Principles of composition will be explored using a wide variety of materials that may include wire, cardboard, plaster, clay, papier-mâché, and mixed media. This course is required for art majors and highly recommended for all art students. (CSU/UC) CSU Area C-1

ART 114: Interior Design I
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite.
An introduction to interior design theory and practice, contemporary architecture and furniture design, space design, color theory and application, construction methods, materials and terminology, architectural drafting, and interior design client work and presentations. The class includes discussion, lecture, audiovisual materials, field trips and guest lectures. (CSU) CSU Area C-1

ART 115: Interior Design II
4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 2. No prerequisite.
Covers period design and decorations from the styles of antiquity through the Victorian era. Extensive reading is required to cover the historic evolution of interior design in the Western world. A number of tests, as well as oral, visual, and written projects, are given. This course may also include field trips that relate to history and interior design. (CSU)

ART 116: Jewelry Design I
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite.
Design and creation of jewelry utilizing basic construction and casting techniques. Emphasis is on basic skill development. (CSU) CSU Area C-1

ART 117: Jewelry Design II
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 116.
Advanced design and creation of jewelry. Emphasizes development of soldering skills, die forming, forging, constructed hinges and catches, and intermediate stone setting. Casting is included. (CSU)

ART 118: Art Gallery Design and Management I
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite.
This course is geared to bring awareness and professional skills to both studio arts students and those wanting to be employed in the arts. The class teaches the basic mechanics of preparing, organizing, designing, and installing art exhibitions at the College of Marin Fine Art Gallery. Field trips include visits to local galleries, museums, artist's studios, other educational venues, non-profit art spaces, and alternative exhibition venues. (CSU) CSU Area C-1

ART 119: Art Gallery Design and Management II
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 118.
An environmental design class covering materials, techniques, aims, elements and principles of environmental display, spatial and visual interrelationships of displayed materials, and gallery construction. This course covers both theory and practice at the Kentfield Campus Fine Arts Gallery. (CSU)

ART 128: Art Field Trips
1-4 Units. 0.75 lecture and 0.75 lab hrs/wk. No prerequisite. Can be taken as Art 128, ETST 128, or HUM 128; credit awarded for only one course.
A complement to art history and studio art courses, this course allows students to experience the art and architecture of sites like New York, Mexico City, and Rome first-hand. Pre-trip lectures set up background for an intensive field trip(s) that may include visits to museums, galleries, libraries, artists' studios, and to architectural and archeological sites where lecture, discussion, and personal exploration take place. May be used to bring students to a major media-specific conference. (CSU)

ART 129: Materials and Techniques
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite.
Through lecture/demonstrations and hands-on practice, this course familiarizes students with historical methods and materials of painting, including paleolithic painting, egg tempera, encaustic, true fresco and oil techniques of the Renaissance. Assignments involve making the paint required for creating examples of each medium, personalizing and adapting the methods to a modern context. (CSU/UC)

ART 130: Drawing and Composition I
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite.
Exercises in line, light and shadow, texture, proportion, and perspective rendering of objects in space; development of composition awareness by means of balance, focal point, area of emphasis, proportion, economy, etc. A variety of graphic materials (pencil, charcoal, pen and ink, washes, etc.) is used for both realistic and experimental drawing approaches. Lectures, demonstrations, critiques, and supervision of works in progress. A sketchbook and/or portfolio of work done in and out of class may be required. Required of all art majors. (CSU/UC) CSU Area C-1
ART 131: Drawing and Composition II
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 130.
Continuation of drawing exercises in line, light and shadow, texture, and perspective rendering of objects in space; development of principles of composition. A variety of graphic materials (pencil, charcoal, pen and ink, washes, etc.) is used for both realistic and experimental drawing as well as an introduction to the use of color and collage in drawing. Lectures, demonstrations, critiques, and supervision of work in progress. A sketchbook and/or portfolio of work in and out of class may be required. (CSU/UC)

ART 134: Life Drawing I
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 130.
This course provides students with a basic understanding of proportion, structure, and superficial anatomy of the human figure, combined with further study of appropriate media and drawing techniques. Required of art majors. (CSU/UC) CSU Area C-1

ART 135: Life Drawing II
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 134.
This course provides students with a basic understanding of proportion, structure, and superficial anatomy of the human figure, combined with further study of appropriate media and drawing techniques. Required of art majors. (CSU/UC)

ART 138: Advanced Critique
1.0 Unit. 1 lecture hrs/wk. No prerequisite.
A monthly critique/seminar designed for intermediate to advanced students of painting, drawing, sculpture, ceramics, textiles, photography, jewelry, and mixed media to have their work reviewed and participate in the review from a variety of perspectives. Note: “Advanced” means the student has taken a number of courses in art or is a working artist who wants feedback on his/her work. (CSU)

ART 140: Painting I
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 112 or 130.
Through lecture/demonstrations, field trips to galleries and museums, and extensive practice in studio and as homework, students develop the essential skills and critical criteria for successful image-making in paint. Participation in critique/discussions, lectures and studio practice, including the production of at least six paintings, is required. Oil and acrylic media. (CSU/UC) CSU Area C-1

ART 141: Painting II
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 140.
The more advanced the student, the more a strong individual approach is encouraged. Because of the varied abilities and experience found at this level, the semester assignments are self-imposed but reviewed by the instructor on the basis of scope, technical improvement, and development of concept. Attendance is essential for instructional, studio, and “critique” sessions. Oil, acrylic, and mixed media. (CSU/UC)

ART 144: Watercolor I
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite.
A course designed to acquaint beginners with the materials, techniques, and experience of painting with watercolor. Frequent critique sessions, lectures, and demonstrations examine topics such as paper selection and reaction to the medium, the tendency of watercolor to flow, and its qualities of transparency and evaporation. (CSU/UC) CSU Area C-1

ART 145: Watercolor II
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 144.
A continuation of Watercolor I, but with greater emphasis on personal development and expression. Students are encouraged to develop a visual vocabulary and way of using the watercolor medium to express their own ideas and way of seeing things. (CSU/UC)

ART 146: Life Painting I
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 140.
The development and refinement of painting skills, form, and composition using the human figure as subject matter. Both traditional and experimental means of expression are examined. Lectures, demonstrations, critiques, and supervision of work in progress. Painting and/or a portfolio of work in and out of class may be required. (CSU/UC) CSU Area C-1

ART 147: Life Painting II
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 146.
Continued development and refinement of painting skills, form, and composition using the human figure as subject matter. Both traditional and experimental means of expression are examined. Lectures, demonstrations, critiques, and supervision of work in progress. Painting and/or a portfolio of work in and out of class may be required. (CSU/UC)

ART 148: Color Theory
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite.
The general theory and practice of color and its uses in painting, interior design, architecture, and computer-based design. The course includes color mixing, color matching, color harmonies, color interactions, and the effects of different lighting sources on color. The physics and biology of color are explained, and various cultures’ use of color is discussed. Color as it applies to still life, landscape, and portraiture is demonstrated and practiced. (CSU/UC) CSU Area C-1

ART 152: Printmaking I
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 130. Advisory: Art 125.
This course introduces the concepts and techniques of basic fine art printmaking. Instruction and studio work include intaglio (etching and drypoint), relief (woodcut and linocut) collagraph and monotype methods. Photo polymer/solar plate techniques incorporating computer generated images are also introduced. (CSU/UC) CSU Area C-1

ART 153: Printmaking II
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 152.
An continuing course in the concepts and techniques of printmaking. Instruction and studio work include intaglio (etching, drypoint, and engraving), relief (woodcut and linocut) collagraph and monotype methods. Emphasis is on the fine arts approach to printmaking although the relationship of these processes to the graphic arts is explored. Formal and individual critiques on work. (CSU/UC)
ART 165: Fiber Sculpture I
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite.
Construction processes involved with interworking of flexible elements by such techniques as layering, bonding, plaiting, stitching, and weaving, in a scale that may range from personal object to installation. (CSU) CSU Area C-1

ART 166: Fiber Sculpture II
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite. Advisory: Art 165.
Open to students from all art disciplines including textiles, who seek to integrate construction with sculpture, painting, and crafts, etc. An exploration of flexible, fragile, or fibrous materials such as cloth, paper, plastic, reed, wire, and threads. (CSU)

ART 170: Ceramics I
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite.
A basic general ceramics course for those who want to survey various forming techniques and become familiar with ceramic glaze materials and kiln firing. Students develop an awareness of ceramic design and explore individual solutions to specific technical and conceptual assignments. (CSU/UC) CSU Area C-1

ART 171: Ceramics II
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 170. Advisory: Art 113 or 130 or concurrent enrollment.
A second semester beginning ceramics course for those who wish to continue developing the basic techniques of wheel throwing and slab building methods with an emphasis on increasingly advanced projects. Direct participation in glaze preparation and kiln firing. Students are expected to produce work reflecting an intermediate understanding of ceramic design, and to explore individual project resolutions through drawings and group discussion. (CSU/UC)

ART 175: Primitive Ceramics
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite.
A working, historical overview of forming and firing methods that have been the basis of the African, Asian, American Indian, and Pre-Columbian cultures. Locating clay deposits, preparation of clay and colors, forming and burnishing techniques, pit firing, and Raku. (CSU/UC)

ART 176: Pottery on the Wheel
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite. Advisories: Art 112 or 113; and 130.
This course concentrates on the use of the potter’s wheel in the creation of functional and sculptural ceramic objects. Techniques of wheel throwing and trimming cups, bowls, vases, pitchers, lidded forms, closed forms, teapots and plates will be demonstrated as well as handle making. Students are required to use basic design and drawing skills in the development of their assignments. Emphasis is on refinement of technique rather than quantity. Covers stoneware glaze development, kiln loading, stoneware and soda firing. (CSU/UC)

ART 177: Hand Built Ceramics
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite. Advisories: Art 113 and 130.
This course concentrates on handbuilding functional ceramic ware and sculptural objects. Techniques of slab building, coiling, modeling, and press molding cups, bowls, vases, teapots and sculptural forms are demonstrated. Students are required to use basic design and drawing skills in developing their assignments. Emphasizes exploration and creative refinement of technique. (CSU/UC)

ART 180: Sculpture I
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite.
Study of the structure of form as manifest in self-expression. Survey of the history of sculpture including contemporary directions. Instruction in basic techniques of stone and wood carving, modeling, moldmaking, welding, bronze casting, and plaster. (CSU/UC) CSU Area C-1

ART 181: Sculpture II
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite.
Study of the structure of form as manifest in self-expression. Survey of the history of sculpture including contemporary directions. Instruction in basic techniques of stone and wood carving, modeling, moldmaking, welding, bronze casting, and plaster. (CSU/UC)

ART 185: Life Sculpture I
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite.
In this class, both classical and contemporary approaches to figure sculpture are studied. Working from live models, students learn to interpret the pose, study spatial relationship and proportion, experiment with scale and learn to compose as they examine human form. Materials may include clay, wax, and plaster. Historical and contemporary approaches to the figure are studied in slide lectures and readings. (CSU/UC) CSU Area C-1

ART 186: Life Sculpture II
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 185.
In this class, both classical and contemporary approaches to sculpture are studied. Working from live models, students learn to interpret the pose, study spatial relationship and proportion, experiment with scale, and learn to compose as they examine the human form. Materials may include clay, wax, and plaster. Historical and contemporary approaches to the figure are studied in slide lectures and readings. (CSU/UC)

ART 190: Black and White Photography I
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite.
An introduction to black and white photography. The basics of camera use, film development and darkroom printing are presented with an emphasis on balancing technical skills with artistic expression. Group critiques and visual slide presentations help to inform bi-weekly shooting assignments. Basic adjustable 35mm film camera and lens are required. (CSU/UC) CSU Area C-1

ART 191: Black and White Photography II
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 190.
This intermediate, darkroom-based course in black and white photography emphasizes balancing technical skill with development...
of concept and artistic expression. Some historical and contemporary photographers are presented through visual examples, which support assignments. Continued discussion and analysis of student work in group and individual critiques. Greater control over technique is developed. Assignments are presented as visual problems to be solved in different ways. Basic adjustable 35mm film camera and lens required. (CSU/UC)

**ART 192: Black and White Photography III**
4.0 Units. 6 lab hrs/wk. Prerequisite: Art 190.
This darkroom-based course emphasizes the development of concept and individual artistic expression. Continued development of individual strengths and future projects are introduced through assignments. Basic adjustable 35mm film camera and lens are required. (CSU/UC)

**ART 193: Beginning Digital Photography**
4.0 Units. 6 lab hrs/wk. No prerequisite.
The exploration of photography as an art form using digital tools and software. Emphasis is balanced between technical skill and the creative process. In-class exercises, out-of-class shooting assignments, and group critiques. A basic digital camera is required. (CSU/UC)

**ART 194: Intermediate Digital Photography**
4.0 Units. 6 lab hrs/wk. Prerequisite: Art 193.
The continued exploration and development of individual photographic digital projects. Emphasis is balanced between improving technical skill and continuing the creative process. Continued discussion through critique. A basic digital camera is required. (CSU/UC)

**ART 196: Digital Scanning and Archiving of Film, Slides, and Prints**
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite.
Discover how to design a logical system to organize and locate image files using cutting-edge, user-friendly, affordable photography software. Obtain marketable skills and/or archive important images for future generations. Excellent for art students, photography majors, and others who have negatives or slides and would like to scan, modify, or simply archive them digitally using a film scanner. Emphasis is on developing skills through basic assignments. Software: Adobe Lightroom. (CSU)

**ART 196: Digital Scanning and Archiving of Film, Slides, and Prints**
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite.
Discover how to design a logical system to organize and locate image files using cutting-edge, user-friendly, affordable photography software. Obtain marketable skills and/or archive important images for future generations. Excellent for art students, photography majors, and others who have negatives or slides and would like to scan, modify, or simply archive them digitally using a film scanner. Emphasis is on developing skills through basic assignments. Software: Adobe Lightroom. (CSU)

**ART 200: Portfolio Development**
3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as Art 200 or MMST 200; credit awarded for only one course.
Through lecture, research and critiques, students develop a professional portfolio that reflects their interests, skills and career goals. This course is for students who have accomplished creative skills and wish to develop strategies of self-promotion for their area of expertise. (CSU)

**ART 213: Internship for Art Careers**
3.0 Units. 1 lecture, 1.5 lab and 4.5 TBA hrs/wk. Prerequisite: Art 200.
This course bridges the gap between the classroom and the creative industries. By providing an on-campus lecture class coupled with a short-term internship, students gain an understanding of applying their creative work in a real-life situation. Expectations are characterized by work-group activities, multiple projects under deadline, and collaborative efforts. Internships are not guaranteed. Intern projects may be suitable for students' portfolios. (CSU)

**ART 214: Interior Design III**
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisites: ARCH 120, Art 114 and 115.
Advisories: Art 112 and 130.
This class emphasizes advanced residential interior design. Students work with clients toward creative design solutions, project development and communication, and presentation skills. Space planning, furnishings/equipment selection and arrangement, color and materials selection are covered as aspects of the residential interior design process. Portfolios and project notebooks include floor plans, furnishings/equipment plans, elevations, paraline 45-45 oblique drawings, electrical plans, materials/finish schedules, furnishings/equipment specifications, budgets and concept/sample boards. (CSU)

**ART 216: Jewelry Design III**
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 117.
This course involves more advanced forming methods, tool making, repousse, advanced hinges and catches, stone setting, rubber mold making and casting. (CSU)

**ART 217: Jewelry Design IV**
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 216.
Advanced design and creation of jewelry, emphasizing the functional, conceptual and aesthetic aspects of designing. Includes advanced forming techniques, advanced hinges and catches, stone setting, rubber mold making and casting. (CSU)

**ART 218: Art Gallery Design and Management III**
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 119.
Advanced course to allow students to apply practical application of techniques, materials, aims, and principles covered in the first two semesters. Students to plan and assume responsibilities for various phases of proposed exhibits to be installed in the Kentfield Campus Fine Arts Gallery. (CSU)

**ART 219: Art Gallery Design and Management IV**
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 218.
Advanced course to allow students to apply practical application of techniques, materials, aims, and principles covered in the first three semesters. Students take greater responsibility for all phases of one
specific exhibit to be exhibited at the Kentfield Campus Fine Arts Gallery. (CSU)

ART 234: Life Drawing III
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 135.
Lectures, demonstrations, and supervision of work in progress. Drawing from undraped models. Classwork stresses the expressive qualities of the figure, and drawing accurately and sensitively with a variety of media. A sketchbook of work done outside of class is required. (CSU/UC)

ART 235: Life Drawing IV
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 234.
Lectures, demonstrations, and supervision of work in progress. Drawing from undraped models. Classwork stresses the expressive qualities of the figure, and drawing accurately and sensitively with a variety of media. A sketchbook of work done outside of class is required. (CSU/UC)

ART 240: Painting III
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 141.
The more advanced the student, the more a strong individual approach is encouraged. Because of the varied abilities and experience found at this level, the semester assignments are self-imposed but reviewed by the instructor on the basis of scope, technical improvement, and development of concepts. Attendance is essential for instructional, studio, and “critique” sessions. Oil, acrylic, and mixed media. (CSU/UC)

ART 241: Painting IV
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 240.
The more advanced the student, the more a strong individual approach is encouraged. Because of the varied abilities and experience found at this level, the semester assignments are self-imposed but reviewed by the instructor on the basis of scope, technical improvement, and development of concepts. Attendance is essential for instructional, studio, and “critique” sessions. Oil, acrylic, and mixed media. (CSU/UC)

ART 244: Watercolor III
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 145.
This course emphasizes personal expression as well as mastery of the technical challenges particular to the medium. Students are encouraged to further their commitment to their work, balancing technical skills in direct correlation to their work’s content. Frequent critique sessions, lectures, and demonstrations examine paper selection and reaction to the medium, the tendency of watercolor to flow, and its qualities of transparency and evaporation. (CSU/UC)

ART 245: Watercolor IV
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 244.
This course continues the emphasis on personal expression and exploration, and on mastering technical challenges particular to the medium. Students further their commitment to their work, balancing technical skills in direct correlation to their work’s content. Frequent critique sessions, lectures, and demonstrations examine paper selection and reaction to the medium, the tendency of watercolor to flow, and its qualities of transparency and evaporation. (CSU/UC)

ART 246: Life Painting III
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 147.
A continuation of painting practices in developing the figure as part of the composition, correct proportions of the figure in space, light and shadow, and brushwork. Oil or acrylic paint is used for both realistic and experimental figure painting, and for developing an awareness of the use of color. Lectures, demonstrations, critiques, and supervision of work in progress. Paintings and/or a portfolio of work done in and out of class may be required. (CSU/UC)

ART 247: Life Painting IV
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 246.
Advanced instruction in painting the human figure. Individualized instruction allows for emphasis to be placed on either portraiture or painting the entire figure. Concepts of color, design and style are included for the advanced student. Experimentation in new techniques and materials is encouraged. (CSU/UC)

ART 252: Printmaking III
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 153.
An advanced course in the concepts and techniques of fine art printmaking. Instruction and studio work include drypoint, etching and engraving, linocut and collagraphs, monotype and solar plate exploration. (CSU)

ART 253: Printmaking IV
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 252.
A continuing course in the concepts and techniques of fine art printmaking. Instruction and studio work include advanced explorations in intaglio, relief, lithography, monotype, collagraphs, and photo polymer plate processes. (CSU)

ART 265: Fiber Sculpture III
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite. Advisory: Art 166.
Experimental media in the textile construction field encourage ideas not bound by a vast history and lend themselves to fresh and spontaneous ways of working with surface and structure. Application of skills and personal direction to advanced level work. Emphasis on developing individual concepts and expression. (CSU)

ART 266: Fiber Sculpture IV
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite. Advisory: Art 265.
Emphasis is placed on the design process and development of a personal strategy for problem solving. Problems pertaining to perception, use of the imagination, and expanding imagery are given in areas of construction technique as well as dyeing and surface treatment. Students are expected to have a body of finished work that demonstrates their explorations and conceptual approach at the end of this class. (CSU)

ART 270: Ceramics III
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 171. Advisory: Art 113 or 130.
Advanced and in-depth interpretation of common class projects with greater expectations of further technical and conceptual development. Mentoring of beginning students, lab assistance in glaze preparation, kiln loading and firing. Advanced proficiency with various types of clay bodies and glaze formulation. Concentration
on individual projects which illustrate more comprehensive aesthetic understanding and technical independence. (CSU)

**ART 271: Ceramics IV**

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 270. Advisories: Art 113 and 130.

Advanced and in-depth interpretation of the common class project with greater expectations of further technical and conceptual development. Mentoring of beginning students, lab assistance in glaze calculation, kiln loading and firing. Advanced proficiency with various types of clay bodies and glaze formulation. Concentration on individual projects which illustrate more comprehensive aesthetic understanding and technical independence. (CSU)

**ART 275: Ceramic Sculpture**

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 171 or 177. Advisory: Art 113 or 130.

Advanced study of ceramics with a focus on the technical and aesthetic considerations of ceramics as a sculptural medium. Intended for students already well grounded in basic techniques who are interested in the study of historical and contemporary approaches to clay as an expressive medium. (CSU/UC)

**ART 276: Advanced Wheel Thrown Ceramics**

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 176. Advisory: Art 113 and 130.

An in-depth interpretation of wheel thrown ceramics with greater expectations of further technical and conceptual development. Mentoring of beginning students, lab assistance in glaze calculation, kiln loading and firing. Advanced proficiency with various types of clay bodies and glaze formulation. Concentration on individual projects which illustrate more comprehensive aesthetic understanding and technical independence. (CSU/UC)

**ART 278F: Large Scale Ceramics: Emphasis on the Figure as Primary Subject**

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 171 or 177. Advisories: Art 113 and 130.

This course, intended for intermediate and advanced ceramics students who are already well grounded in basic clay working skills and glazing methods, is an opportunity to enlarge the scale of individual work as well as participate in the design, creation and installation of public art. Each project requires progressive technical ability and is assigned according to the student’s level of experience, areas of interest and skill level. Examples of historical and contemporary architectural and large scale ceramics are explored through field trips, slide lectures and visits to regional sites. (CSU)

**ART 278T: Large Scale Ceramics: Emphasis on Tile and Murals**

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 171 or 177. Advisories: Art 112, 113, 130.

This course is intended for the intermediate and advanced ceramics student who is already well grounded in basic clay working skills and glazing methods. This is an opportunity to enlarge the scale of individual work as well as participate in the design, creation and installation of public art. Examples of historical and contemporary architectural and large scale ceramics are explored through field trips, slide lectures and visits to regional sites. (CSU)

**ART 280: Sculpture III**

4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite.

Study of the structure of form as manifest in self-expression. Survey of the history of sculpture, including contemporary directions. Instruction in basic techniques of stone and wood carving, modeling, moldmaking, welding, bronze casting, and plaster. Visiting artists participate and field trips to museums and galleries are planned. (CSU)

**ART 281: Sculpture IV**

4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite.

Study of the structure of form as manifest in self-expression. Survey of the history of sculpture, including contemporary directions. Instruction in basic techniques of stone and wood carving, modeling, moldmaking, welding, bronze casting, and plaster. Visiting artists participate and field trips to museums and galleries are planned. (CSU)

**ART 285: Life Sculpture III**

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 186.

This is a continuation of Life Sculpture II. Continued exploration of development and technique with emphasis on individual investigation of content. Students have an opportunity to move toward abstraction to explore basic concepts of modern sculpture. (CSU/UC)

**ART 286: Life Sculpture IV**

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 285.

This is a continuation of Life Sculpture III. Continued exploration of development and technique with emphasis on individual investigation of content. Students have an opportunity to move toward abstraction to explore basic concepts of modern sculpture. (CSU/UC)

**ART 290: Black and White Photography IV**

4.0 Units. 6 lab hrs/wk. Prerequisite: Art 190.

An emphasis on the development of individual artistic expression using advanced techniques. Continued development of individual projects working towards a portfolio. Darkroom use. A basic 35mm adjustable film camera and lens are required. (CSU/UC)

**ART 295: Advanced Projects in Art**

4.0 Units. 6 lab hrs/wk. Prerequisite: Completion of highest course level in area of study, such as Art 131, 217, 235, 241, 245, 247, 271, 281, 286, or 290. Advisory: Art 138 and 118.

This course provides advanced students with the opportunity to design and implement individual creative projects under the direction of the instructor. It provides a forum for exploring and testing potential project ideas that students take from concept to final product. Intended for students who are ready to plan, design, and execute independent projects such as exhibitions, publications, and installations. May be taken four times for credit with a distinctive project required each time. (CSU)

**ART 296: Advanced Group Projects in Art**

4.0 Units. 6 TBA hrs/wk. Repeat: 3. Prerequisite: Completion of highest course level in area of study, such as Art 131, 217, 235, 241, 245, 247, 271, 281, 286, or 290. Advisory: Art 138 and 118.

This course provides advanced students with the opportunity to design and implement group creative projects under the direction of
the instructor. It provides a forum for exploring and testing potential project ideas that students take from concept to final product. Intended for students who are ready to plan, design, and execute group projects such as public installations and group exhibitions. May be taken up to four times for credit, with a distinctive group project required each time. (CSU)

ASTRONOMY

Will the universe expand forever? Is there life on other planets? How do stars form? These are only a few of the exciting questions confronting astronomers. The development of space observatories, the construction of large telescopes on earth, and the availability of large computers for data analysis and theoretical calculations has been accompanied by a rapid growth in the sophistication of this field.

Career Options
Astronomer/Astrophysicist, Astronomy Instructor, Director of Planetarium/Science Museums, Observatory Staff Member, Technical Staff Member

Department Phone: (415) 485-9549

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

ASTRONOMY COURSES (ASTR)

ASTR 101: Introduction to Astronomy
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This course is a non-mathematical description of the universe designed especially for the non-science student. Topics include motions in the sky, historical astronomy, Newton’s laws, gravitation, light, the solar system, stellar evolution, galaxies, and cosmology. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC 5A

ASTR 117L: Introduction to Astronomy Lab
1.0 Unit. 3.3 lab hrs/wk. Prerequisite: ASTR 101 or concurrent enrollment.
This course will develop students’ ability to investigate and solve problems in astronomy. Techniques of experimentation, direct observation, data gathering, and interpretation are employed to solve both classical and contemporary problems in astronomy. The class includes observations using telescopes, astrophotography, and computer acquisition of data. (CSU/UC) AA/AS Area A, CSU Area B-1 or B-3, IGETC Area 5C

AUTOMOTIVE COLLISION REPAIR TECHNOLOGY

The Automotive Collision Repair Technology Program is designed to prepare students for entry into one or more of the many service branches of the expanding automotive collision repair and maintenance fields. This program will also meet the needs of those in the adult community interested in acquiring the knowledge and skills necessary to repair and maintain the appearance and value of their personal vehicles.

Career Options
Auto Design Engineer, Insurance Estimator/Adjuster, Owner/Operator/Manager (Independent or Dealer), Specialist in Body Work, Specialist in Painting, Working Foreman

Faculty
Ron Palmer
Department Phone: (415) 457-8811, Ext. 8532

A.S. IN AUTOMOTIVE COLLISION REPAIR TECHNOLOGY, MASTER COLLISION REPAIR, OCCUPATIONAL
(Certificate of Achievement also awarded.)
The Automotive Collision Repair Technology Program is offered at the Indian Valley Campus. Students who complete the requirements for Master Collision Repair or any of the other three A.S. degrees in ACRT listed below, plus additional general education and graduation requirements, will be awarded an Associate in Science degree. Students who complete only the required courses for the major will receive a Certificate of Achievement. In addition, students may be credited with up to two years toward their apprenticeship in Marin County’s automotive reconditioning and refinishing market.

REQUIREMENTS UNITS
ACRT/AUTO 100 Career Math, Resumes and Customer Relations 4
ACRT 101 Basic Sheet Metal Operations for Automotive Collision Repair 2
ACRT 102 Introduction to Automotive Collision Repair 2
ACRT 103 Nonstructural Analysis and Damage Repair 2
ACRT 104 Structural Analysis and Damage Repair 2
ACRT 105 Advanced Structural Analysis and Damage Repair 2
ACRT 106 Metal Fabrication 2
ACRT 107 MIG Welding for Automotive Collision Repair 2
ACRT 201 Automotive Paint: Waterborne, Clearcoats, and Detailing 4
ACRT 202 Automotive Paint: Three-Stage and Custom Painting 4
ACRT 279 Frame Straightening and Repair 2
AUTO 111 Automotive Maintenance – Intermediate 3
AUTO 113 Specialized Electronic Training 5
ACRT 160A Automotive Painting and Refinishing Repair Workshop 1.5
ACRT 160B Automotive Dent and Damage Repair Workshop 1.5
ACRT 160C Automotive Structural Repair Workshop 1.5
ACRT 160D Automotive Mechanical and Electrical Repair Workshop 1.5
TOTAL UNITS 42
A.S. IN AUTOMOTIVE COLLISION REPAIR TECHNOLOGY, ELECTRIC VEHICLE SPECIALIST
(Certificate of Achievement also awarded.)
*Please note that the requirements for this degree must be completed by the end of the summer 2014 session.

**REQUIREMENTS** | **UNITS**
--- | ---
ACRT 106 | Metal Fabrication 2
ACRT 107 | MIG Welding for Automotive Collision Repair 2
ACRT 160C | Automotive Structural Repair Workshop 1.5
ACRT 160D | Automotive Mechanical and Electrical Repair Workshop 1.5
ACRT/ELEC 290 | Electric Vehicle Conversion and Hybrid Maintenance 3
AUTO 111 | Automotive Maintenance – Intermediate 3
AUTO 113 | Specialized Electronic Training 5
MACH 120 | Machine Technology I 3
**TOTAL UNITS** | **21**

**CERTIFICATE OF ACHIEVEMENT IN AUTOMOTIVE COLLISION REPAIR TECHNOLOGY, ELECTRIC VEHICLE SPECIALIST**

**REQUIREMENTS** | **UNITS**
--- | ---
ACRT/AUTO 100 | Career Math, Resumes and Customer Relations 4
ACRT 106 | Metal Fabrication 2
ACRT 107 | MIG Welding for Automotive Collision Repair 2
ACRT 160C | Automotive Structural Repair Workshop 1.5
ACRT 160D | Automotive Mechanical and Electrical Repair Workshop 1.5
ACRT/ELEC 290 | Electric Vehicle Conversion and Hybrid Maintenance 3
AUTO 111 | Automotive Maintenance – Intermediate 3
AUTO 113 | Specialized Electronic Training 5
**TOTAL UNITS** | **22**

A.S. IN AUTOMOTIVE COLLISION REPAIR TECHNOLOGY, STRUCTURAL AND NONSTRUCTURAL DAMAGE REPAIR
(Certificate of Achievement also awarded.)
*Please note that the requirements for this degree must be completed by the end of the summer 2014 session.

**REQUIREMENTS** | **UNITS**
--- | ---
ACRT 101 | Basic Sheet Metal Operations for Automotive Collision Repair 2
ACRT 102 | Introduction to Automotive Collision Repair 2
ACRT 103 | Nonstructural Analysis and Damage Repair 2
ACRT 107 | MIG Welding for Automotive Collision Repair 2
ACRT 160C | Automotive Structural Repair Workshop 1.5
ACRT 160D | Automotive Mechanical and Electrical Repair Workshop 1.5
ACRT 225 | Automotive Careers and Customer Relations 2
ACRT 279 | Frame Straightening and Repair 2
AUTO 111 | Automotive Maintenance – Intermediate 3
**TOTAL UNITS** | **18**

**CERTIFICATE OF ACHIEVEMENT IN AUTOMOTIVE COLLISION REPAIR TECHNOLOGY, STRUCTURAL AND NONSTRUCTURAL DAMAGE REPAIR**

**REQUIREMENTS** | **UNITS**
--- | ---
ACRT/AUTO 100 | Career Math, Resumes and Customer Relations 4
ACRT 101 | Basic Sheet Metal Operations for Automotive Collision Repair 2
ACRT 102 | Introduction to Automotive Collision Repair 2
ACRT 103 | Nonstructural Analysis and Damage Repair 2
ACRT 107 | MIG Welding for Automotive Collision Repair 2
ACRT 160C | Automotive Structural Repair Workshop 1.5
ACRT 160D | Automotive Mechanical and Electrical Repair Workshop 1.5
ACRT 279 | Frame Straightening and Repair 2
AUTO 111 | Automotive Maintenance – Intermediate 3
**TOTAL UNITS** | **20**

A.S. IN AUTOMOTIVE COLLISION REPAIR TECHNOLOGY, PAINTING AND REFINISHING
(Certificate of Achievement also awarded.)
*Please note that the requirements for this degree must be completed by the end of the summer 2014 session.

**REQUIREMENTS** | **UNITS**
--- | ---
ACRT 101 | Basic Sheet Metal Operations for Automotive Collision Repair 2
ACRT 102 | Introduction to Automotive Collision Repair 2
ACRT 103 | Nonstructural Analysis and Damage Repair 2
ACRT 201 | Automotive Paint: Waterborne, Clearcoats, and Detailing 4
ACRT 202 | Automotive Paint: Three-Stage and Custom Painting 4
ACRT 225 | Automotive Careers and Customer Relations 2
ACRT 160A | Automotive Painting and Refinishing Repair Workshop 1.5
ACRT 160B | Automotive Dent and Damage Repair Workshop 1.5
**TOTAL UNITS** | **19**

**CERTIFICATE OF ACHIEVEMENT IN AUTOMOTIVE COLLISION REPAIR TECHNOLOGY, PAINTING AND REFINISHING**

**REQUIREMENTS** | **UNITS**
--- | ---
ACRT/AUTO 100 | Career Math, Resumes and Customer Relations 4
ACRT 101 | Basic Sheet Metal Operations for Automotive Collision Repair 2
ACRT 102 | Introduction to Automotive Collision Repair 2
ACRT 103 | Nonstructural Analysis and Damage Repair 2
ACRT 201 | Automotive Paint: Waterborne, Clearcoats, and Detailing 4
ACRT 202 | Automotive Paint: Three-Stage and Custom Painting 4
ACRT 160A | Automotive Painting and Refinishing Repair Workshop 1.5
ACRT 160B | Automotive Dent and Damage Repair Workshop 1.5
**TOTAL UNITS** | **21**

**AUTOMOTIVE COLLISION REPAIR TECHNOLOGY COURSES (ACRT)**

ACRT 095: Applied Automotive Math
1.0 Unit. 1 lecture hrs/wk. Repeat: 3. No prerequisite. Can be taken as ACRT 95 or AUTO 95; credit awarded for only one course.
This course reviews addition, subtraction, multiplication and division of whole numbers, fractions, decimals and percentages. Also included are ratio and proportion, the metric system, graphs and applications specific to automotive technology. Paint mixing ratios and writing repair orders.

ACRT 100: Career Math, Resumes and Customer Relations
4.0 Units. 4 lecture hrs/wk. No prerequisite. May be taken as AUTO 100 or ACRT 100; credit awarded for only one course.
This course reviews addition, subtraction, multiplication and division of whole numbers, fractions, decimals and percentages. Also included are ratio and proportion, the metric system, graphs and applications specific to automotive technology, paint mixing ratios and writing repair orders. Training on writing a resume, filling out job applications, developing a portfolio, and organizing and completing a personal tax form. The course covers worker/employer relationships and addresses customer relations in the industry which
includes improving individual attitudes, productivity and morale in the workplace. Speakers from the automotive industry and other private businesses present their personal career experiences.

ACRT 101: Basic Sheet Metal Operations for Automotive Collision Repair
2.0 Units. 1 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite.
This course introduces basic metalworking techniques and their usefulness in other applications. It includes basic metal straightening fundamentals and introduces tools, techniques, and theories of metalworking. Students learn how to follow a professionally prepared blueprint or personal drawing, and learn about hybrid technology components and new vehicle aerodynamics. They study metallurgy, and manufacturing technology as it applies to the new methods of mass production. (CSU)

ACRT 102: Introduction to Automotive Collision Repair
2.0 Units. 1 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite.
This course introduces basic auto body repair techniques and their usefulness in other applications. The course includes basic panel repair and introduces tools, techniques, and theories of body repair and priming. Students learn how to follow a professionally prepared blueprint or personal drawing, and learn about hybrid technology components and new vehicle aerodynamics. The course includes manufacturing technology as it applies to the new methods of mass production. (CSU)

ACRT 103: Nonstructural Analysis and Damage Repair
2.0 Units. 1 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite.
This course introduces nonstructural analysis techniques and their usefulness in other applications. The course includes basic metal repair fundamentals, and introduces tools and techniques. Students learn how to follow a professionally prepared blueprint or personal drawing, and learn about repair of hybrid technology components. The course includes manufacturing technology as it applies to the new methods of mass production, including new vehicle aerodynamics, and the study of basic metallurgy and synthetic substitutes. (CSU)

ACRT 104: Structural Analysis and Damage Repair
2.0 Units. 1 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite.
This course introduces structural analysis techniques and their usefulness in other applications. The course includes basic metal straightening fundamentals, and introduces tools, techniques, and theories of damage repair. Students learn how to follow a professionally prepared blueprint or personal drawing. They learn about repair of hybrid technology components, and study manufacturing technology as it applies to the new methods of mass production, including new vehicle aerodynamics. Additional topics include metallurgy, synthetic substitutes, and mathematical/geometric predictions of what happens during impact/repair. (CSU)

ACRT 105: Advanced Structural Analysis and Damage Repair
2.0 Units. 1 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite.
This course introduces advanced structural analysis techniques and their usefulness in other applications. The course includes advanced metal straightening fundamentals, and introduces tools, techniques, and theories of plastic damage repair. Students learn how to follow a professionally prepared blueprint or personal drawing, and learn about repair of hybrid technology components. Additional topics include manufacturing technology, new vehicle aerodynamics, metallurgy, synthetic substitutes, and mathematical/geometric predictions of what happens during impact/repair. (CSU)

ACRT 106: Metal Fabrication
2.0 Units. 1 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite.
This course introduces advanced metal fabrication techniques and their usefulness in other applications. The course includes basic metal straightening fundamentals, and introduces tools, techniques, and theory of metal fabrication. Students learn how to follow a professionally prepared blueprint or personal drawing. Upon completion, students should be able to build components/chassis with the correct geometric angles, and to fabricate, form, and fit various sheet metal components to meet industry standards. (CSU)

ACRT 107: MIG Welding for Automotive Collision Repair
2.0 Units. 1 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite.
This course introduces basic auto body repair techniques using the MIG (metal inert gas) Welder. The course includes a short introduction to welding, and introduces MIG techniques and theories of metalworking. Students learn how to follow a professionally prepared blueprint or personal drawing. Other topics include hybrid technology components, manufacturing technology as it applies to the new methods of mass production including new vehicle aerodynamics, and metallurgy. (CSU)

ACRT 108: Structural Frame Repair
2.0 Units. 1 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite.
This course covers advanced structural repair techniques and their usefulness in other applications. The course introduces the fundamentals of advanced metal straightening and frame repair, including tools and techniques. Students are trained in major body repairs and unitized body alignment. Other topics include following a professionally prepared blueprint or drawing, repair of hybrid technology components, and mathematical prediction of what happens during impact/repair. (CSU)

ACRT 160A: Automotive Painting and Refinishing Repair Workshop
1.5 Units. 0.5 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite.
A skill-building workshop in the area of automotive refinishing. Students work on projects of their choice under the direction and supervision of the instructor. Practice includes methods and techniques in all levels of auto refinishing. Related aspects of the automotive collision repair field are also reviewed and practiced. (CSU)

ACRT 160B: Automotive Dent and Damage Repair Workshop
1.5 Units. 0.5625 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite.
A skill-building workshop in the area of automotive dent and damage repair. Students work on projects of their choice under the direction and supervision of the instructor. Practice includes methods and techniques in all levels of auto non-structural repair. Related aspects of the automotive collision repair field are also reviewed and practiced. (CSU)
ACRT 160C: Automotive Structural Repair Workshop
1.5 Units. 0.5625 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite.
A skill-building workshop in the area of automotive structural repair. Students work on projects of their choice under the direction and supervision of the instructor. Practice includes methods and techniques in all levels of auto structural repair. Related aspects of the automotive collision repair field are also reviewed and practiced. (CSU)

ACRT 160D: Automotive Mechanical and Electrical Repair Workshop
1.5 Units. 0.5625 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite.
A skill-building workshop in the area of automotive mechanical and electrical repair. Students work on projects of their choice under the direction and supervision of the instructor. Practice includes methods and techniques in all levels of auto mechanical and electrical repair. Related aspects of the automotive collision repair field are also reviewed and practiced. (CSU)

ACRT 160E: Automotive Plastic Repair Workshop
1.5 Units. 0.5625 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite.
A skill-building workshop in the area of automotive plastic repair. Students work on projects of their choice under the direction and supervision of the instructor. Practice includes methods and techniques in all levels of auto plastic repair. Related aspects of the automotive collision repair field are also reviewed and practiced. (CSU)

ACRT 167: Joining and Fastening Processes
2.0 Units. 1 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite.
This course is primarily concerned with various methods and techniques of fastening and joining metals and various metal parts as they relate to the vehicle body and frame. This includes plasma arc cutting, electric spot, migwire, gas fusion, brazing, riveting, bolting, clips, retainers, and epoxy. Through this practicum experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. (CSU)

ACRT 168: Joining and Fastening Processes II
2.0 Units. 1 lecture and 3 TBA hrs/wk. Repeat: 3. No prerequisite.
This course introduces advanced methods and techniques of fastening and joining metals and various metal parts as they relate to the vehicle body and frame. This includes plasma arc cutting, electric spot, migwire, gas fusion, brazing, riveting, bolting, clips, retainers, and epoxy. Through this practicum experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. (CSU)

ACRT 169: Metalworking and Fundamentals I
6.0 Units. 6 lecture hrs/wk. Repeat: 3. No prerequisite.
This course prepares students to successfully enter the automotive collision repair field, and to understand metalworking techniques for their usefulness in other applications. It includes basic metal straightening fundamentals and introduces the beginner to the tools, techniques, and theory of metalworking. Through this practicum experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. (CSU)

ACRT 171: Dent and Damage Repair
3.0 Units. 3 lecture hrs/wk. Repeat: 1. No prerequisite.
This course introduces proper techniques for repairing exterior auto body panels that meet industry standards. The class analyzes different damaged panels and makes repair plans, including removal and sequential plans for repair. I-CAR training materials are used, and I-CAR certification may be earned. (CSU)

ACRT 176: Introduction to Plastics for Automotive Body Repair
2.0 Units. 1 lecture and 3 TBA hrs/wk. Repeat: 3. No prerequisite.
Because plastic is lighter in weight than metal, it has become an important part of today's vehicles. Plastic vehicle parts include bumpers, fender extensions, fascias, fender aprons, grille openings, stone shields, instrument panels, trim panels, fuel lines, door panels, and engine parts. In this course, students will be able to understand and use plastics of all types in repairs of these parts. Through this practicum experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. (CSU)

ACRT 177: Maintenance and Detailing
2.0 Units. 1 lecture and 3 TBA hrs/wk. Repeat: 3. No prerequisite.
This course covers complete auto body care and maintenance: buffing, rubbing, polishing, upholstery cleaning and dyeing, carpet and mat cleaning, vinyl and convertible top maintenance and color change, chrome parts and paint upkeep, and engine and chassis cleaning. Through this practicum experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. (CSU)

ACRT 178: Introduction to Welding for Automotive Body Repair
2.0 Units. 1 lecture and 3 TBA hrs/wk. Repeat: 3. No prerequisite.
With major collision repairs, many of the panels or parts on a vehicle must be replaced and welded into place. In this course, students learn how to identify the three classes of welding and the techniques used in the welding and installation of panels. Students learn various methods of welding, basic welding techniques, grazing and soldering, and plasma arc cutting. Through this practicum experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. (CSU)

ACRT 180: Panel Replacement
3.0 Units. 3 lecture hrs/wk. Repeat: 1. No prerequisite.
This course covers the basic procedures involved in the removal and replacement of quarter panels, rocker panels, door panels, and top panels. It also includes the various methods available for splicing damaged body panels or sections, rocker panels, floor sections, and front and rear body clips. I-CAR materials are used, and I-CAR certification may be earned. (CSU)

ACRT 201: Automotive Paint: Waterborne, Clear Coat, and Detailing
4.0 Units. 2 lecture and 6 lab hrs/wk. Repeat: 3. No prerequisite.
This course introduces the highly-skilled field of automotive spot painting and refinishing. It includes a comprehensive study of the materials, equipment, and techniques necessary for the successful application of automotive refinishing material. The course also
includes auto body care and maintenance: buffing, rubbing, and polishing. Through the practicum experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. (CSU)

ACRT 202: Automotive Paint: Three-Stage and Custom Painting
4.0 Units. 2 lecture and 6 lab hrs/wk. Repeat: 3. No prerequisite.
This course introduces students to the highly-skilled field of automotive three-stage and custom painting. It includes a comprehensive study of the materials, equipment, and techniques necessary for the successful application of automotive refinishing material. Through the practicum experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. (CSU)

ACRT 225: Automotive Careers and Customer Relations
2.0 Units. 2.0625 lecture hrs/wk. No prerequisite. May be taken as ACRT 225 or AUTO 225; credit awarded for only one course.
This course provides training on how to write a resume, fill out a job application, develop a portfolio, and organize and complete a personal tax form. The course covers work ethics and worker/employer relations. It addresses customer relations in the auto repair industry and includes how to improve individual attitudes, productivity, and morale in the workplace. Students also examine methods of work and time-scheduling in independent automotive repair dealerships, service stations and manufactures dealerships. Speakers from the automotive industry present their personal career experiences. (CSU)

ACRT 273: Painting and Refinishing
4.0 Units. 2 lecture and 6 TBA hrs/wk. Repeat: 3. No prerequisite.
This course introduces the highly-skilled field of automotive spot painting and refinishing. It includes a comprehensive study of materials, equipment, and techniques necessary for the successful application of automotive refinishing material. Through this practicum experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. (CSU)

ACRT 274: Painting and Refinishing - Urethanes and Polyurethanes
4.0 Units. 2 lecture and 6 TBA hrs/wk. Repeat: 3. No prerequisite.
This course introduces the highly-skilled field of automotive urethanes and polyurethane refinishing. It includes a comprehensive study of the materials, equipment, and techniques used for the successful application of each of these widely used automotive refinishing materials. Through this practicum experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. (CSU)

ACRT 279: Frame Straightening and Repair
2.0 Units. 1 lecture and 3 TBA hrs/wk. Repeat: 3. No prerequisite.
This course covers conventional and unitized constructed vehicle frames, straightening and alignment of each type, alignment at cross members, rear and side frame members, suspension systems, and steering principles in their relationship to frame alignment. Through this practicum experience, students will have the opportunity to integrate their classroom knowledge in a workplace environment. (CSU)

ACRT 290: Electric Vehicle Conversion and Hybrid Maintenance
3.0 Units. 2.5 lecture and 1.5 lab hrs/wk. Repeat: 3. No prerequisite. May be taken as ACRT 290 or ELEC 290; credit awarded for only one course.
This course covers hybrid maintenance, guiding students through the complete process of converting a vehicle from a gasoline engine to an electrically-powered engine. Through lecture and hands-on experience, students learn the principles behind good component layout, battery rack and box design, construction details, and electrical wiring. Additional topics include AC and DC drive systems, types of batteries, selecting the right chassis, transmission adapter housing design, and handling chargers and controllers. (CSU)

AUTOMOTIVE TECHNOLOGY

The Automotive Technology Program is offered at the Indian Valley Campus. It is designed to prepare students to enter the automotive service repair industry. The program has been certified by Automotive Technician Training Standards (ATTS) meeting strict industry standards in its specialty areas. While completing the program for the Certificate of Achievement or degree, students are required to work in the service repair industry, as well as provide their own basic tool set. Four Certificates of Achievement are offered.

Career Options
Auto Mechanic - General, Brake Specialist, Computer Systems Specialist, Diagnostician Specialist, Electrical Repair Specialist, Emission Control Systems Specialist, Factory Service Representative, Front End Specialist, Fuel Injection Specialist, Parts Salesperson, Pre-Teacher Training, Private Business Owner, Service Manager, Transmission Specialist, Tune-Up Specialist

Faculty
Ron Palmer, Nick Fara
Department Phone: (415) 457-8811, Ext. 8531

A.S. IN AUTOMOTIVE TECHNOLOGY: CHASSIS REPAIR TECHNICIAN*
(Certificate of Achievement in Automotive Technology: Chassis and Drive Train Specialist also awarded.)
*Please note that the requirements for this degree must be completed by the end of the summer 2014 session.

A Certificate of Achievement is awarded for satisfactory performance in required technical training. The Chassis and Drive Train Specialist career path is designed to prepare students to enter the automotive service repair industry. The goal of this certificate is to provide the student with both theory and manipulative skills training in engine repair, brakes, suspensions, drive trains, and heating and air conditioning areas. The Chassis and Drive Train Specialist career path is designed to prepare students to enter the automotive service repair industry. The goal of this certificate is to provide the student with both theory and manipulative skills training in engine repair, brakes, suspensions, drive trains, and heating and air conditioning areas.

A.S. DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO/ACRT 95</td>
<td>Applied Automotive Math</td>
</tr>
<tr>
<td>AUTO 112</td>
<td>Automotive Engines</td>
</tr>
<tr>
<td>AUTO 113</td>
<td>Specialized Electronic Training</td>
</tr>
<tr>
<td>AUTO 118</td>
<td>Brakes, Alignment and Suspension</td>
</tr>
<tr>
<td>AUTO/ACRT 225</td>
<td>Automotive Careers and Customer Relations</td>
</tr>
</tbody>
</table>
A.S. IN AUTOMOTIVE TECHNOLOGY: ELECTRICAL/PERFORMANCE TECHNICIAN*

(Certificate of Achievement in Automotive Technology: Electronics Specialist (A6, A7 & A8) also awarded.)

*Please note that the requirements for this degree must be completed by the end of the summer 2014 session.

A Certificate of Achievement is awarded for satisfactory performance in required technical training. The Electronics Specialist (A6, A7 & A8) Technician career path is designed to prepare students to enter the automotive service repair industry. The goal of this certificate is provide the student with theory and manipulative skills training in electrical/performance systems area.

A.S. DEGREE REQUIREMENTS

Select 29.5 units from the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO/ACRT 95</td>
<td>Applied Automotive Math</td>
<td>1</td>
</tr>
<tr>
<td>AUTO 113</td>
<td>Specialized Electronic Training</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 114</td>
<td>Automotive Basic Fuel Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 116</td>
<td>Automotive Electrical Systems</td>
<td>6</td>
</tr>
<tr>
<td>AUTO/ACRT 225</td>
<td>Automotive Careers and Customer</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 228</td>
<td>Automotive Computer Controls</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 229</td>
<td>Automotive Systems, Troubleshooting and Diagnosis</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 235</td>
<td>Automotive Air Conditioning</td>
<td>2.5</td>
</tr>
<tr>
<td>AUTO 249B</td>
<td>Independent Study (Fieldwork)</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 281</td>
<td>Electrical and Electronic Systems Training - A6 Alternative</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 283</td>
<td>Engine Performance Diagnosis and Repair - A8 Alternative</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 285</td>
<td>Advanced Engine Performance/Emissions - L1 Alternative</td>
<td>2</td>
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</table>

TOTAL UNITS: MINIMUM OF 29.5

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 114</td>
<td>Automotive Basic Fuel Systems</td>
<td>4</td>
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<tr>
<td>AUTO 116</td>
<td>Automotive Electrical Systems</td>
<td>6</td>
</tr>
<tr>
<td>AUTO 228</td>
<td>Automotive Computer Controls</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 244</td>
<td>Smog Check Inspector Level 1 &amp; 2 Training</td>
<td>5.5</td>
</tr>
</tbody>
</table>

TOTAL UNITS: 19.5

A.S. IN AUTOMOTIVE TECHNOLOGY: EMISSIONS/PERFORMANCE TECHNICIAN*

(Certificate of Achievement in Automotive Technology: Engine Specialist also awarded.)

A Certificate of Achievement is awarded for satisfactory performance in required technical training. The Engine Specialist career path is designed to prepare students to enter the automotive service repair industry. The goal of this certificate is provide the student with theory and manipulative skills training in Electrical/Performance Systems and Emission Technician areas. In addition the courses required by the Bureau of Automotive Repair to meet the educational requirement to be eligible to take the test to become a Smog Check Inspector.

REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO/ACRT 95</td>
<td>Applied Automotive Math</td>
<td>1</td>
</tr>
<tr>
<td>AUTO 114</td>
<td>Automotive Basic Fuel Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUTO/ACRT 225</td>
<td>Automotive Careers and Customer</td>
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<tr>
<td>AUTO 229</td>
<td>Automotive Systems, Troubleshooting and Diagnosis</td>
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</tr>
<tr>
<td>AUTO 235</td>
<td>Automotive Air Conditioning</td>
<td>2.5</td>
</tr>
<tr>
<td>AUTO 238</td>
<td>Basic Area Clean Air Car Course</td>
<td>3.5</td>
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<tr>
<td>AUTO 240</td>
<td>Enhanced Area Clean Air Car Course</td>
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<tr>
<td>AUTO 249B</td>
<td>Independent Study (Fieldwork)</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 281</td>
<td>Electrical and Electronic System Training - A6 Alternative</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 283</td>
<td>Engine Performance Diagnosis and Repair - A8 Alternative</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 285</td>
<td>Advanced Engine Performance/Emissions - L1 Alternative</td>
<td>2</td>
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TOTAL UNITS: 26

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS

<table>
<thead>
<tr>
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<th>Course Title</th>
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<tr>
<td>AUTO 110</td>
<td>Introduction to Automotive Maintenance</td>
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<tr>
<td>AUTO 111</td>
<td>Automotive Maintenance - Intermediate</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 112</td>
<td>Automotive Engines</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 113</td>
<td>Specialized Electronics Training</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 114</td>
<td>Automotive Basic Fuels systems</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL UNITS: 19

A.S. IN AUTOMOTIVE TECHNOLOGY: MASTER REPAIR TECHNICIAN, OCCUPATIONAL

(Certificate of Achievement also awarded.)

An Associate of Science in Automotive Technology: Master Repair Technician is awarded for satisfactory completion of the technical requirements, as well as the general education requirements. The Master Repair Technician career path is designed to prepare students to enter the automotive service repair industry. The goal is to provide the student with theory and manipulative skills training in Engine Repair, Brakes, Suspensions, Drive Trains, Heating and Air Conditioning, Electrical/Performance Systems and Emission Technician areas.

REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO/ACRT 100</td>
<td>Career Math, Resumes and Customer Relations</td>
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<tr>
<td>AUTO 112</td>
<td>Automotive Engines</td>
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</tr>
<tr>
<td>AUTO 113</td>
<td>Specialized Electronic Training</td>
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</tr>
<tr>
<td>AUTO 114</td>
<td>Automotive Basic Fuel Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 116</td>
<td>Automotive Electrical Systems</td>
<td>6</td>
</tr>
<tr>
<td>AUTO 118</td>
<td>Brakes, Alignment and Suspension</td>
<td>6</td>
</tr>
<tr>
<td>AUTO 228</td>
<td>Automotive Computer Controls</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 229</td>
<td>Automotive Systems, Troubleshooting and Diagnosis</td>
<td>4</td>
</tr>
</tbody>
</table>
### AUTOMOTIVE TECHNOLOGY COURSES (AUTO)

**AUTO 095: Applied Automotive Math**
1.0 Unit. 1 lecture hrs/wk. Repeat: 3. No prerequisite. Can be taken as AUTO 95 or ACRT 95; credit awarded for only one course.

This course reviews addition, subtraction, multiplication and division of whole numbers, fractions, decimals and percentages. Also included are ratio and proportion, the metric system, graphs and applications specific to automotive technology. Paint mixing ratios and writing repair orders.

**AUTO 100: Career Math, Resumes and Customer Relations**
3.0 Units. 4 lecture hrs/wk. No prerequisite. May be taken as AUTO 100 or ACRT 100; credit awarded for only one course.

This course reviews addition, subtraction, multiplication and division of whole numbers, fractions, decimals and percentages. Also included are ratio and proportion, the metric system, graphs and applications specific to automotive technology, paint mixing ratios and writing repair orders. Training on writing a resume, filling out job applications, developing a portfolio, and organizing and completing a personal tax form. The course covers worker/employer relationships and addresses customer relations in the industry which includes improving individual attitudes, productivity and morale in the workplace. Speakers from the automotive industry and other private businesses present their personal career experiences.

**AUTO 110: Introduction to Automotive Maintenance**
3.0 Units. 2 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite.

An introductory course studying basic lab procedures, safety, service information, oil change service, under hood inspection, under vehicle service and belts, hoses, tubing services, tire and wheel service, and cooling system service. (CSU)

**AUTO 111: Automotive Maintenance - Intermediate**
3.0 Units. 2 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite.

This intermediate course provides training in engine testing and repair, engine performance, fuel and emission service, general electrical system repair, battery service, brake service and suspension, and steering and alignment service. (CSU)

**AUTO 112: Automotive Engines**
4.0 Units. 2 lecture and 6 lab hrs/wk. Repeat: 1. No prerequisite.

This course provides training in diagnosing and servicing modern automotive engines used on cars, pickups, light trucks, and utility vehicles. The course covers operation and repair of automotive engines including disassembly, testing, and reassembly. Automotive machine shop skills are not included. (CSU)

**AUTO 113: Specialized Electronic Training**
5.0 Units. 4 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite.

This course provides training in electrical and electronic systems used on cars, pickups, light trucks, and utility vehicles. It includes theory and operations of OHMS law, Digital Volt Ohm Meters, electrical circuits, wiring diagrams, schematics, and wire repair. (CSU)

**AUTO 114: Automotive Basic Fuel Systems**
4.0 Units. 2 lecture and 6 lab hrs/wk. Repeat: 1. No prerequisite.

This course provides training in diagnosing and servicing modern automotive fuel systems used on cars, pickups, light trucks, and utility vehicles. It covers operation and repair of fuel systems, carburetors, and electronic fuel injection systems. Modern diagnostic tools and equipment are used. (CSU)

**AUTO 115: Vehicle Service**
3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite.

This course provides instruction in the theory and hands-on performance of basic vehicle service skills, including inspection and repair of engines, transmission/transaxles, and heating/air conditioning needed for initial employment in the automotive service field. (CSU)

**AUTO 116: Automotive Electrical Systems**
6.0 Units. 2 lecture and 9 lab hrs/wk. Repeat: 1. No prerequisite.

This course provides training in diagnosing and servicing modern automotive electrical systems used in cars, pickups, light trucks, and utility vehicles. Emphasis is placed on developing a comprehensive understanding of all electrical components, with special emphasis on diagnosis, repair, and testing of electrical systems. (CSU)

**AUTO 117: Brakes, Alignment and Suspension**
6.0 Units. 3 lecture and 9 lab hrs/wk. Repeat: 1. No prerequisite.

This course provides training on wheel balance, wheel alignment, brake repair, automotive suspensions, and steering systems. Students learn to balance wheels; operate wheel aligners including four-wheel computer aligners; repair and service disc, drum, and anti-lock brake systems; and service rack, pinion, and worm gear steering gears. Diagnosing and troubleshooting all of these systems is included. Health and safety working with asbestos is stressed. (CSU)

**AUTO 225: Automotive Careers and Customer Relations**
2.0 Units. 2 lecture hrs/wk. Repeat: 1. No prerequisite. May be taken as AUTO 225 or ACRT 225; credit awarded for only one course.

This course provides training on how to write a resume, fill out a job application, develop a portfolio, and organize and complete a personal tax form. The course covers work ethics and worker/employer relations. It addresses customer relations in the auto repair industry and includes how to improve individual attitudes, productivity, and morale in the workplace. Students also examine methods of work and time-scheduling in independent automotive repair dealerships, service stations and manufacturers dealerships. Speakers from the automotive industry present their personal career experiences. (CSU)

**AUTO 228: Automotive Computer Controls**
4.0 Units. 2 lecture and 6 lab hrs/wk. Repeat: 3. No prerequisite.

This course provides training in diagnosing and servicing modern automotive computer control systems used on cars, pickups, light trucks and utility vehicles. It covers operation of sensors, actuators
and control modules, and the use of modern scan tools, Digital Storage Oscilloscopes and diagnostic tools. (CSU)

AUTO 229: Automotive Systems, Troubleshooting and Diagnosis
4.0 Units. 2 lecture and 6 lab hrs/wk. Repeat: 3. No prerequisite.
This course provides training in diagnosing and servicing modern automotive electronic systems used on cars, pickups, light trucks, and utility vehicles. It covers the diagnostic thought process used to diagnose and repair cranking, charging, ignition, air bag, lighting systems, gauge and instrument panels, horn, wiper/washer, and accessory systems. (CSU)

AUTO 230: Alternative Fuel Vehicles
2.0 Units. 1 lecture and 3 lab hrs/wk. Repeat: 2. No prerequisite. Advisory: AUTO 113 and 116.
This course provides training in diagnosing and servicing modern computer-controlled light duty vehicles using diesel, bio-diesel, CNG, LPG, LNG, and electric power. (CSU)

AUTO 232: Automatic Transmission/Transaxles
4.0 Units. 2 lecture and 6 lab hrs/wk. Repeat: 3. No prerequisite.
This course provides training in diagnosing and servicing modern automotive automatic transmissions and transaxles used on cars, pickups, light trucks, and utility vehicles. It covers construction, function, and principles of operation including planetary gears, power flow, friction devices, and hydraulic and electrical controls. (CSU)

AUTO 233: Manual Drive Trains and Axles
4.0 Units. 2 lecture and 6 lab hrs/wk. Repeat: 3. No prerequisite.
This course provides training in diagnosing and servicing modern automotive manual transmissions and transaxles used on cars, pickups, light trucks, and utility vehicles. It covers construction, function, and principles of operation including clutches, transmissions, transaxles and 4-wheel drive systems. (CSU)

AUTO 235: Automotive Air Conditioning
2.5 Units. 2 lecture and 1.5 lab hrs/wk. Repeat: 3. No prerequisite.
This course provides training in diagnosing and servicing modern automotive heating and air conditioning systems used on cars, pickups, light trucks and utility vehicles. It covers construction, function and principles of heating and air conditioning systems, components and controls. (CSU)

AUTO 239: Bureau of Automotive Repair (B.A.R.)
Update Training
1.0 Unit. 1.09375 lecture hrs/wk. Repeat: 3. No prerequisite. Eighteen lecture hours.
This course meets Bureau of Automotive Repair (B.A.R.) biennial update requirements for smog technicians wishing to renew their state license. (CSU)

AUTO 244: Smog Check Inspector Level 1 and 2 Training
5.5 Units. 3 lecture and 5 lab hrs/wk. No prerequisite. Three lecture and five laboratory hours weekly.
This course satisfies the educational prerequisite to become a California Bureau of Automotive Repair Smog Check Inspector. The course provides engine and emission control systems training as well as training on B.A.R. rules and regulations. (CSU)

AUTO 275: Automotive Brake Systems
2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite.
This course provides training in the operation and repair of brake systems used on cars, pickups, light trucks and utility vehicles, and on the use of tools used to diagnose and repair brake systems. (CSU)

AUTO 277: Alignment and Suspension
2.0 Units. 1 lecture and 3 lab hrs/wk. Repeat: 1. No prerequisite.
This course provides training in the operation and repair of suspension systems used on cars, pickups, light trucks and utility vehicles, and on the use of modern diagnostic tools used to diagnose, repair and align suspension systems. (CSU)

AUTO 283: Engine Performance Diagnosis and Repair - A8 Alternative
2.0 Units. 2 lecture and 1 lab hrs/wk. Repeat: 1. No prerequisite.
This course provides training in diagnosing and servicing modern automotive fuel and ignition systems used on cars, pickups, light trucks and utility vehicles. Emphasis is placed on developing a comprehensive understanding of engine mechanical condition, fuel management, ignition systems and computer engine controls, with special emphasis on diagnosis, repair and testing of vehicles with driveability and emission faults. (CSU)
BEHAVIORAL SCIENCE

Behavioral science is an interdisciplinary study of human behavior, encompassing such disciplines as anthropology, psychology, and sociology. The courses offered are intended to be used as a background for general education.

Faculty
Dikran Martin
Department Phone: (415) 485-9630

BEHAVIORAL SCIENCE COURSES (BEHS)

BEHS 103: Human Sexuality
3.0 Units. 3 lecture hrs/wk. No prerequisite. Students may receive credit for BEHS 103 or BIOL 108A, but not both courses.

This survey course examines aspects of human sexual behavior. Topics considered are psychological, social, cultural, and biological perspectives. Topics include sexual anatomy and physiology, hormones, conception and contraception, sex research, and the personal and contemporary sexual issues. (CSU/UC) AA/AS Area B, CSU Area D-7 or E, IGETC Area 4

BEHS 105: Sex Roles in Contemporary Society
3.0 Units. 3 lecture hrs/wk. No prerequisite.

This course examines the ways in which female and male roles and sex role stereotyping influence our lives. Topics include biological and cultural contributions to sex role-playing in interpersonal relationships, and the impact of sex roles on personal growth. Emphasis on the social and personal implications of moving toward androgyny (role-free human behavior and identity). (CSU/UC)

BEHS 114: Chemical Dependency
3.0 Units. 3 lecture hrs/wk. No prerequisite.

This course examines the behavioral and psychological effects of chemical dependency. Included is an analysis of the effects of substance abuse on the family and the sociological conditions contributing to substance abuse. The primary focus is on the role of the mental health professional in issues of substance abuse. (CSU) CSU Area D-7 or E

BEHS 118: Drugs and Behavior
3.0 Units. 3 lecture hrs/wk. No prerequisite.

This course introduces concepts, theories, and perspectives associated with the behavioral analysis of drugs and alcohol. The definitions of various types of drug use, drug abuse, and drug dependence are addressed. The pharmacological perspective is also explained, including the factors that influence drug action and the classification of psychoactive drugs and their effects. Legal drugs, such as alcohol, tobacco, and psychotherapeutic drugs are discussed and analyzed using the behavioral perspective. (CSU/UC) CSU Area E

BEHS 252: Seminar and Fieldwork Experience
3.0 Units. 1.5 lecture and 4.5 TBA hrs/wk. Repeat: 1. Prerequisite: PSY 110, 112 or 114 or SOC 110 or concurrent enrollment. May be taken as BEHS 252 or PSY 252; credit awarded for only one course.

This course is designed to give students meaningful participation in a psychologically related community service agency in order to understand the applications of psychological principles, theories, and concepts. With the mutual consent of student and instructor each student is placed in a school, social agency, special education program, mental health agency, or community organization and works under the direct supervision of someone with a degree, credential, or demonstrated expertise in psychology or sociology. (CSU)

BILOGY

Biology career options include dozens of intriguing specialties. One can concentrate on microbiology and investigate viruses, bacteria, or molds. One can focus on cytology and study cells or histology and delve into the structure of animal and vegetable tissue. Ichthyology, parasitology, embryology, genetics, ecology, and biochemistry are a few of the other choices in the field. Emerging areas of emphasis include the concern for the environment and allied health professions.

Career Options

Faculty
Becky Brown, Fernando Agudelo-Silva, Paul da Silva, Jamie Deneris, David Egert, Joseph Mueller
Department Phone: (415) 485-9510

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

A.S. IN BIOLOGY
(Certificate of Achievement in Natural History also awarded. Skills Certificate available in Environmental Science.)

While students may take classes at both campuses, courses required for the major are offered at the Kentfield Campus.

**REQUIREMENTS**

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 115</td>
<td>Principles of Biology</td>
</tr>
<tr>
<td>BIOL 116</td>
<td>Principles of Animal and Plant Diversity</td>
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<tr>
<td>CHEM 115</td>
<td>Survey of Organic and Biochemistry</td>
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<tr>
<td>Or</td>
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<tr>
<td>CHEM 131</td>
<td>General Chemistry I</td>
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<td>And</td>
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<td>CHEM 132</td>
<td>General Chemistry II</td>
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<td>MATH 104</td>
<td>Plane Trigonometry</td>
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<td>PHYS 108A</td>
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<td>General Physics II</td>
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<tr>
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<td>25 to 31</td>
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</tbody>
</table>
Natural History Certificate of Achievement

The Natural History Certificate of Achievement is a field experience program based on scientific principles and concepts for students who want to develop a comprehensive understanding of the natural world. It is especially designed for elementary school teachers, natural history museum and environmental docents, and environmental educators. For students interested in receiving an Associate in Science degree in Biology, see requirements under that major.

**Requirements**

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>BIOL 110</td>
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<td>BIOL 110L</td>
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<td>BIOL 161</td>
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<td>BIOL 237</td>
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</table>
| Or
| BIOL 247A/B  | 1.5 to 3 |
| BIOL 245     | 1     |
| Or
| BIOL 246     | 2     |
| GEOG 112     | 3     |
| GEOL 120     | 3     |
| GEOL 120L    | 1     |
| GEOL 125     | 2.5   |
| Or
| GEOG 128     | 2     |

In addition, complete six units from the following courses:

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>UNITS</th>
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<td>BIOL 101</td>
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<tr>
<td>BIOL 165L</td>
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<tr>
<td>BIOL 167</td>
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<tr>
<td>BIOL 169</td>
<td>3</td>
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<td>BIOL 169B</td>
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<tr>
<td>BIOL 170</td>
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<tr>
<td>BIOL 171</td>
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</table>

**Total Units:** MINIMUM OF 31.5

**Skills Certificates**

Skills Certificates are an acknowledgement that the student has attained a specified set of competencies within a program. Skills Certificates may be part of a "ladder" of skills, beginning with job entry skills and leading to a full Certificate of Achievement program or may constitute a skill set that enables a student to upgrade or advance in an existing career.

**Environmental Science Skills Certificate**

This is the starting point for all those interested in environmental science. The program leading to this certificate introduces students to the major areas of environmental science, provides the basic background necessary for analysis and solution of environmental problems, gives an overview of some of the most important problems in Marin and provides direct contact with people solving them. It is designed to be completed in two years. It can be added to a College of Marin AA/AS degree to improve transferability to bachelor's programs in environmental science. It can also be earned apart from any degree to show mastery of the basics of the field of environmental science and to increase the diversity of job options in the field.

**Biology Courses (BIOL)**

**BIOL 099: General Science**

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as BIOL 99 or GEOG 99; credit awarded for only one course.

This late-start course is designed for students who have not reached the level of success they desired in high school or college science courses and for individuals returning to school after an extended absence. The course covers basic scientific principles and concepts of the physical and life sciences and prepares students to move into other science classes with the information, understanding, and skills required to succeed. Introductory topics in biology, chemistry, geography, geology, meteorology, and physics are discussed.

**BIOL 100: Nutrition**

3.0 Units. 3 lecture hrs/wk. No prerequisite.

This course covers the basic principles of human nutrition and their relationship to health and wellness including energy in nutrition; main nutrients; vitamins, minerals and water; digestion; changing nutritional needs through life's stages; and connections between food and sustainability. This foundation class is designed for people interested in careers related to health and fitness and various aspects of food, and for anyone curious or concerned about nutrition. (CSU/UC) AA/AS Area A, CSU Area E

**BIOL 101: Field Biology**

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite.

This outdoor field course is designed to give nonmajors in biology an overview of Marin's varied plant and animal communities. Most of Marin's 25 biotic community types are investigated including aquatic and terrestrial. Identification of plants, animals, and ecology are major areas of emphasis. (CSU) AA/AS Area A
BIOL 104: The Ecology of Infectious Diseases
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This course is designed for both science and nonscience majors interested in understanding the distribution and spread of infectious diseases. Emphasis is on the role that specific environments play in determining where and when epidemics will occur. Topics include the biology and ecology of microorganisms and their hosts, geographic medicine, the impact of human activity on the incidence and transmission of infectious diseases, and epidemics in human history. (CSU)

BIOL 107: Human Biology
3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as BIOL 107 or KIN 107; credit awarded for only one course.
This course introduces the structure, function, and development of the human body, and foundational concepts to explore personal and societal issues involving human biology. 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 are discussed. (CSU/UC) AA/AS Area A, CSU Area B-2, IGETC Area 5B

BIOL 108A: Human Sexuality
3.0 Units. 3 lecture hrs/wk. No prerequisite. Students may receive credit for BIOL 108A or BEHS 103, but not both courses.
This survey course covers human sexuality from a cross-disciplinary approach, examining sexuality from physiological, anatomical, behavioral, and cross-cultural perspectives. Topics include conception, fetal development, labor and birth, puberty, menstruation, sexual intercourse, menopause, sexually transmitted diseases, sexual variations, masturbation, contraception, anatomy, hormones, medical disorders, pornography, relationships, sexuality and current trends in the research of sexual behavior. (CSU/UC) AA/AS Area A, CSU Area D-7 or E, IGETC Area 4G

BIOL 109: Heredity and Evolution
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This course introduces the principles of genetics and evolution. The factors that govern inheritance and natural selection are presented, and their impact on physical and cultural evolution discussed. Current issues surrounding genetic counseling, genetic engineering, recombinant DNA technologies, and emerging infectious diseases are introduced. (CSU/UC) AA/AS Area A, CSU Area B-2, IGETC Area 5B

BIOL 110: Introduction to Biology
3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: Concurrent enrollment in BIOL 110L.
An introduction to the science of biology for nonmajors and the most basic course for biology majors, this course gives a broad overview of modern biology that should be equally useful to those needing a foundation for later work in biology, health sciences, the environmental sciences, or to those simply wanting to understand and participate more intelligently in a human society more and more influenced by biological discoveries. It presents the essentials of most of the principal areas of biology: ecology, evolution, genetics, anatomy, physiology, cell biology and molecular biology. (CSU/UC) AA/AS Area A, CSU Area B-2, IGETC Area 5B

BIOL 110L: Introduction to Biology Laboratory
1.0 Unit. 3 lab hrs/wk. No prerequisite. Advisory: BIOL 110 or concurrent enrollment.
A hands-on course designed to develop basic laboratory skills and techniques and to illustrate basic biological concepts and principles for majors and non-majors. Essential skills include use of lab and field equipment and recording and interpretation of observations. Subjects in ecology, evolution, genetics, anatomy, physiology, cell biology and molecular biology are investigated through observations and experiments in the laboratory and in the field. Sequence of topics is synchronized with that of BIOL 110. (CSU/UC) AA/AS Area A, CSU Area B-2 or B-3, IGETC Area 5C

BIOL 112A: Majors’ Biology: Animals, Protozoa, Evolution and Classification
5.0 Units. 3 lecture and 6 lab hrs/wk. Prerequisites: Math 103 or 103AB or 103XY or satisfactory score on Math Assessment Test. Advisories: BIOL 110 and 110L, and concurrent enrollment in CHEM 131.
This is the first in a three-semester sequence equivalent to the majors’ biology sequences at other colleges and universities. It covers basic topics in evolution and classification, as well as fundamentals of anatomy, physiology, and classification of protozoa and animals. In the laboratory, students investigate the structure, function and evolutionary implications of animals using standard laboratory and field techniques. (CSU/UC) AA/AS Area A, CSU Area B-2 and B-3, IGETC Area 5B 5C

BIOL 112B: Majors’ Biology: Plants, Algae, Fungi, and Ecology
5.0 Units. 3 lecture and 6 lab hrs/wk. Prerequisite: Math 103 or 103AB or 103XY or satisfactory score on Math Assessment Test. Advisories: BIOL 110 and 110L, CHEM 131.
This is the second in a three-semester sequence that is the equivalent of the majors’ biology sequences at other colleges and universities. This semester covers basic topics in general ecology as well as fundamentals of anatomy, physiology, classification, evolution and ecology of the major groups of algae, plants and fungi. (CSU/UC) AA/AS Area A, CSU Area B-2 and B-3, IGETC Area 5B 5C

BIOL 112C: Majors’ Biology: Molecules, Cells, Prokaryotes and Genetics
5.0 Units. 3 lecture and 6 lab hrs/wk. Prerequisites: CHEM 131, and Math 103 or 103AB or 103XY or satisfactory score on Math Assessment Test. Advisory: BIOL 110 and 110L.
This third semester in the biology majors’ sequence covers the fundamentals of molecular and cell biology, genetics and molecular evolution, DNA technology, and the biology of viruses, bacteria, and archaea. Students incorporate lecture concepts into laboratory experiments which they design, carry out, analyze and report. (CSU/UC) AA/AS Area A, CSU Area B-2 and B-3, IGETC Area 5B and 5C

BIOL 120: Human Anatomy
5.0 Units. 3 lecture and 6 lab hrs/wk. Prerequisite: BIOL 110 and 110L. Advisory: Completion of ENGL 98 or equivalent.
A study of the gross and microscopic structure of the tissues, organs and organ systems of the human body, including major functions.
The class makes use of models, slides, pros ections and dissection (including human cadavers). Includes introduction to related fields such as histology and embryology. Appropriate for students going into allied health fields, kinesiology, anthropology and art. (CSU/UC) AA/AS Area A, CSU Area B-2 and B-3, IGETC Area 5B 5C

BIOL 138: Introduction to Environmental Sciences
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite. Can be taken as BIOL 138 or ENVS 138; credit awarded for only one course.
This science-based course takes an interdisciplinary approach to understanding the environmental crisis that confronts us all. Discussions focus on understanding ecosystem services, how humans interfere with earth’s life support systems, and how to deal with the environmental problems we face. Field studies may include visits to restoration projects, local ecosystems, and local environmental conferences. (CSU/UC) AA/AS Area A, CSU Area B-1 or B-2 & B-3, IGETC Area 5A or 5B and 5C

BIOL 140: Environmental Field Techniques
1.0 Unit. 3 lab hrs/wk. No prerequisite. Can be taken as BIOL 140 or GEOL 140; credit awarded for only one course.
This field-based course teaches the fundamentals of environmental sampling and monitoring. Topics include surveying and mapping; data collection and management; and hydrological, geological, and biological assessment methods. (CSU)

BIOL 142: Environmental Policy and Decision-Making
3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as BIOL 142, GEOL 142, or ENVS 142; credit awarded for only one course.
Environmental policy and subsequent regulation is one way of managing the relationship between human activities and their effects on natural ecosystems. This course is a study of federal, state, and local environmental legislation and its history. The course chronicles America’s awakening to environmental issues and the ways in which decisions affecting the environment occur. The content of the course is vital to environmental policymakers, scientists, and advocates. (CSU/UC)

BIOL 143: Stewardship of Marin Parks and Open Spaces
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite. May be taken as BIOL 143 or ENVS 143; credit awarded for only one course.
Besides making Marin a desirable place in which to live and travel, its nonurbanized park and open space areas carry with them a great responsibility: preservation and enhancement of their best qualities for present and future generations. Fulfilling this responsibility involves a diverse mix of philosophical, legislative, biological, sociological and logistical challenges. The course includes essential background material, interviews with current management personnel, and field visits to parkland and open space areas of special interest. (CSU)

BIOL 145: Ethics in Science
3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as BIOL 145 or GEOL 145; credit awarded for only one course.
This interdisciplinary course explores some of the most pressing issues facing our society today, enabling students to investigate and understand the controversies surrounding current and future technologies, and helping them make rational decisions in their own lives and at the voting booth. Topics include scientific fraud, recombinant DNA technologies, the human genome project, energy and land use, and toxic waste. (CSU/UC) AA/AS Area C

BIOL 147: Food, People, Health and the Environment
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite. May be taken as BIOL 147 or ENVS 147; credit awarded for only one course.
This course examines the past, present and future of the global food system; inputs, outputs, and practices of agriculture, the chief method for securing food from the environment and the basis of human civilization; and the distribution, accessibility, and consumption of food by people throughout the world. The class presents possible solutions to some of the most pressing problems facing the human race as we struggle to feed ourselves and be healthy, while enhancing our overall environment. (CSU/UC)

BIOL 148: Marin County Agriculture
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite. May be taken as BIOL 148 or ENVS 148; credit awarded for only one course.
This course focuses on one of Marin County’s most significant human activities in terms of use of land and other natural resources, preservation of a valuable way of life, generation of economic benefits and formation of the unique character of the local environment. It offers a general agricultural overview; historical background and explanation of important biological, social and economic processes; and insights provided by current Marin County agricultural systems including beef and dairy, poultry, shellfish, flowers, fruits and vegetables, from planning and production through marketing and consumption. Includes field trips to notable local farms. (CSU)

BIOL 150: Environmental Science Seminar and Fieldwork
3.0 Units. 1 lecture and 6 lab hrs/wk. Repeat: 1. Prerequisite: BIOL 138 or GEOL 138. May be taken as BIOL 150 or ENVS 150; credit awarded for only one course.
This overview of the career options in environmental science introduces potential employers in the field and provides firsthand experience of working to solve environmental problems. After receiving general career information, students work with community agencies or organizations according to procedures established by mutual agreement. Students meet in class on campus for initial orientation, to discuss progress during the semester, and to present results of their experiences at the end. (CSU)

BIOL 159: Introduction to Aquatic Biology
3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite.
A field and hands-on laboratory course on the natural history and ecology of both living and nonliving components of freshwater environments. It offers practical experience in the identification and interrelationships of local plant and animal species found in freshwater ecosystems. Students gain field experience in interpreting basic concepts in ecology, biotic zonation, and survival through adaptation and natural selection. (CSU) AA/AS Area A

BIOL 160: Soil: Ecology and Management
3.0 Units. 2.5 lecture and 1.5 lab hrs/wk. No prerequisite. Can be taken as BIOL 160 or ELND 160; credit awarded for only one course.
This class explores how soil forms and develops, its physical and biological components, and their interrelationships. Topics include a historical review of soil/human interactions, soil formation from parent material, classification, physical properties such as texture and
structure, life forms found in the soil and their interrelationships, relationships between soil properties and soil’s ability to support plant growth, and approaches to use soil in a sustainable manner. (CSU/UC) CSU Area B-1, IGETC Area 5A

BIOL 161: Field Botany
3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite.
A comprehensive introduction to the native plants of Marin County, emphasizing identification, systematics, ecology, and natural history of Marin’s vascular plants, with a brief overview of local bryophytes. Laboratory investigations include hands-on study and identification of live plant specimens. Field explorations aid ecological understanding of natural plant groupings, and provide added experience in identification. (CSU)

BIOL 162: General Ecology
3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: BIOL 110.
Introduction to the ecology of organisms in their environment, emphasizing ecology of global, regional and local environmental sustainability. Field explorations are used in understanding ecological concepts in relation to Marin’s biotic communities. (CSU/UC) AA/AS Area A, CSU Area B-2 or B-3, IGETC Area 5B 5C

BIOL 163: Ecology of Estuaries
3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: BIOL 110.
Special ecological study of the greater San Francisco Bay estuary system of rivers, Delta, sloughs/marshes, lower bays, and Tomales Bay/Bolinas Lagoon habitats. Dynamics of natural ecology and man’s encroachment/pollution are studied. (CSU)

BIOL 164: Introduction to Mammalogy
3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: BIOL 110.
Introduction to the natural history, ecology, and behavior of mammals, emphasizing the natural history of California mammals, techniques in studying mammals, and tracking and interpretation of mammal sign. Laboratory investigations include hands-on analysis of mammal anatomy and physiology. Field explorations are used in understanding mammalogy concepts in relation to survival strategies. (CSU)

BIOL 165: The World of Insects
2.0 Units. 2 lecture hrs/wk. No prerequisite. Advisory: BIOL 110.
A general introduction to the largest group of organisms on earth today. Topics include insect structure and function, history and evolution, habitats and adaptations, and ecological relationships with other organisms, including those of major economic importance to humans in the areas of agriculture, architecture, forestry, animal husbandry, medicine and public health. As befits such a diverse and hard-to-ignore group, insect roles in literature, folklore, philosophy, painting, sculpture and other arts will not be neglected. (CSU)

BIOL 165L: Introduction to Insect Biodiversity Laboratory
2.0 Units. 6 lab and 2 TBA hrs/wk. No prerequisite. Advisory: BIOL 165.
As the largest group of animals on earth, and one that strongly affects humans, insects invite closer study by all who are interested in the living world. This course provides hands-on experience in learning to find insects, to identify them, and to recognize evolutionary and ecological patterns in their sometimes bewildering abundance and diversity. Sight recognition of the major orders and families, basic field and laboratory procedures, and visits to a representative selection of insect habitats in Marin. (CSU)

BIOL 167: Introduction to Herpetology
3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: BIOL 110. Two lecture and three laboratory hours weekly.
An introduction to the natural history, ecology, and behavior of reptiles and amphibians, emphasizing reptiles and amphibians of Western North America, techniques in studying reptiles, and field observation. Field explorations are used in understanding herpetology concepts in relation to survival strategies. (CSU)

BIOL 169A: Introduction to Ornithology A
3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: BIOL 110. This science-based course takes a field oriented approach to understanding the biology of birds, including bird form and function, anatomy, physiology, flight mechanics and migration. Visits to local wildlife refuges, lagoons, lakes, shorelines and forests to learn to identify and observe migrating shorebirds and raptors and wintering waterfowl. This fall course concentrates on migratory species and wintering waterfowl. (CSU) AA/AS Area A

BIOL 169B: Introduction to Ornithology B
3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: BIOL 110. This science-based course takes a field oriented approach to understanding the biology of birds, including bird behavior, vocal behavior, bird reproductive biology, and avian ecology. Visits to local wildlife refuges, lagoons, lakes, shorelines and forests to learn to identify and observe migrating shorebirds and raptors and wintering waterfowl. (CSU) AA/AS Area A

BIOL 171: Biology of Marine Mammals
3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Taking an integrated approach to the biology of marine carnivores, cetaceans and sirenians, lecture, laboratory and field explorations provide a framework for fundamental biological and ecological concepts. Topics include functional morphology, sensory systems, energetics, reproduction, communication and cognition, behavior, distribution, population biology, feeding ecology, and the physiological adaptations that have enabled marine mammals to exploit their aquatic environment such as diving, thermoregulation, osmoregulation, and orientation. (CSU/UC)

BIOL 224: Human Physiology
5.0 Units. 3 lecture and 6 lab hrs/wk. Prerequisites: BIOL 110 and 110L or equivalent, and CHEM 110 or 114. Advisory: completion of ENGL 98 or 98SL or equivalent.
This course examines the function and structure of the human body, emphasizing physiophysical and homeostatic mechanisms. The laboratory introduces clinical and research techniques for studying and measuring various physiological parameters, along with technical writing skills. (CSU/UC) AA/AS Area A, CSU Area B-2 or B-3, IGETC Area 5B 5C
Biol 235: General Marine Biology
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite. Advisory: BIOL 110 and 110L. Class includes field trips. Field trips may meet earlier and run later than scheduled to take advantage of low tides.
This laboratory and field course provides an overview of marine plant and animal communities, including fundamental physical oceanography, marine ecology, marine zoology, marine botany, and field studies, emphasizing local marine communities: rocky intertidal estuaries, salt marshes, sandflats, mudflats, and floating docks. Laboratory investigations include phytoplankton and zooplankton studies, fish identification and internal morphology, marine invertebrate identification, and marine algae preservation techniques. (CSU/UC) AA/AS Area A, CSU Area B-2 or B-3, IGETC Area 5B 5C

Biol 237: Marine Ecology Field Studies
2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite. Sixteen lecture and forty-eight laboratory hours during a nine-day field trip.
An introduction to the natural history and ecology of marine plants and animals, emphasizing identification, evolution, life histories, and survival strategies of intertidal and subtidal organisms of the Pacific Northwest coast. Terrestrial systems such as temperate rain forests are investigated to compare with marine systems. Field investigations include hands-on analysis of marine algae, invertebrate, vertebrate, and nonliving interrelationships. (CSU)

Biol 240: Microbiology
5.0 Units. 3 lecture and 6 lab hrs/wk. Prerequisites: BIOL 110 and 110L; plus CHEM 110 or 114. Advisory: ENGL 98 or 98SL or equivalent.
This course, primarily for biology and health science majors, is a lecture/laboratory based course with equal emphasis on both. The fundamentals of microbial taxonomy, ecology, anatomy, physiology, genetics, and biotechnology are covered. Viruses, bacteria, fungi, protists, and helminths are discussed. Emphasis is on the role that microorganisms play in human health and disease. (CSU/UC) AA/AS Area A, CSU Area B-2 or B-3, IGETC Area 5B 5C

Biol 244A: Alaska Field Studies
3.0 Units. 1 lecture and 6 lab hrs/wk. Repeat: 2. No prerequisite. Two-week field trip; 50 hours per week plus six hours of pre-trip lecture.
A two-week field investigation of the Kenai Peninsula, interior and far north of Alaska. This area is biologically significant for its great abundance and diversity of mammal and bird life. The class explores various ecosystems, from coastal forests to arctic tundra. (CSU)

Biol 244B: Greater Yellowstone Ecosystem Field Studies
1.5 Units. 0.5 lecture and 3 lab hrs/wk. Repeat: 1. No prerequisite. One-week field trip; 50 hours per week plus 6 hours of pre-trip lecture.
A one-week field investigation of the Greater Yellowstone ecosystem. This area is biologically significant for its great abundance and diversity of mammal, bird and microbial life. The class explores various ecosystems, from interior forests to riparian wetlands. Emphasis is on wolf reintroduction, fire ecology and thermophilic microbes. (CSU)

Biol 250: Scientific Research and Reporting
1.0 Unit1 lecture hrs/wk. Repeat: 3. No prerequisite. Advisories: BIOL 110 and GEOL 120. Can be taken as BIOL 250 or GEOL 250; credit awarded for only one course.
A hands-on, individualized course designed to walk learners step by step through a scientific research project of their choice. The final report of their findings will be delivered at a professional meeting. This course is designed for science majors who have completed the first year of their curriculum and desire a hands-on, real world experience in science. (CSU/UC)

Biol 251: Biological Psychology
3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as BIOL 251 or PSY 251; credit awarded for only one course.
This class explores the basic brain processes underlying the functioning of the human mind. Topics include basic synaptic functioning, psychopharmacology, stress and the immune system, learning and memory, sleep, mood disorders, schizophrenia, language, motor and sensory systems, sexuality, consciousness, endocrine function and interactions. (CSU/UC) AA/AS Area B, CSU Area D-9, IGETC Area 4

Biol 270: Practicum in Identification and Taxonomy
1.0 Unit3 lab hrs/wk. Repeat: 3. No prerequisite. Advisory: BIOL 161 or 165L or 169A/B or equivalent.
This course provides students the opportunity to increase their skills in identification and classification of the organisms of Marin County and the surrounding area to the levels frequently needed for biodiversity studies and environmental assessments. Students already familiar with the basics of classification (and who can already identify, on sight, families of chosen groups) progress from this level to the genus and species levels of identification and classification of their groups of interest. Work may include preparation of specimens, review of pertinent literature, use of dichotomous keys, reference to museum specimens, and use of camera and microscopes.
BUSINESS

The business curriculum provides students with skills and knowledge for employment in a variety of business related occupations. The program emphasizes the development of skills necessary for entry-level employment including self-employment. The curriculum also provides students with the foundation courses that will help them prepare for transfer to a four-year college or university.

Career Options
Accounting Clerk, Administrative Assistant, Administrator, Analyst, Banking Services, Bookkeeper, Claims Agent, Computer Operations, Employment Counselor, Employment Interviewer, Entrepreneur, Entry-level Financial Services, Franchise Business Owner, Government Service, Insurance Agent, Management Assistant, Management Trainee, Manager, Office Clerk, Office Manager, Public Administration, Purchasing Agent/Buyer, Real Estate, Retail/Industrial Sales, Sales Representative, Securities Sales Worker, Small Business Manager, Small Business Owner, Stockbroker, Supervisor, Transfer to Bachelor’s Program

Faculty
Christine Li, Norman Pacula, Lawrence M. Tjernell
Department Phone: (415) 485-9610

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

A.S.-T IN BUSINESS ADMINISTRATION

Associate in Science in Business Administration for Transfer degree (AS-T)
The Business Administration program provides transfer, general education, and general interest courses, as well as an Associate in Science in Business Administration for Transfer degree (AS-T). This degree is primarily intended for the student who wants to earn a degree on the way to transferring to a California State University. To complete the Associate in Science in Business Administration for Transfer degree (AS-T), a student must:

1. Complete 60 semester units* or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
   • The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education—Breadth Requirements.
   • A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

2. Earn a grade of C or better in all courses required for the major or area of emphasis. A “P” (Pass) grade is not an acceptable grade for courses in the major.

3. Obtain a minimum grade point average of 2.0.

*Please note: Up to 12 units may be double-counted; no more than 60 semester units may be required.

REQUIREMENTS

Required Core Courses

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>BUS 107</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS 112</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 113</td>
<td>Managerial Accounting</td>
<td>5</td>
</tr>
<tr>
<td>ECON 101</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 102</td>
<td>Principles of Microeconomics</td>
<td>3</td>
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</tbody>
</table>

List A - select one course (3-4 units):

- MATH 115 Probability and Statistics 4
- STAT 115 Introduction to Statistics 4
- MATH 121 Calculus I with Applications 3

List B - select two courses (6 units):

(Any course from List A not already used)

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>BUS 144</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>CIS 110</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
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</tbody>
</table>

TOTAL MAJOR UNITS 27-28

Suggested Electives

It is recommended that business transfer students take courses that would be beneficial in their area of specialization (major) and also courses in modern languages and mathematics.

CERTIFICATE OF ACHIEVEMENT IN APPLIED ACCOUNTING, OCCUPATIONAL

This program provides training for entry-level bookkeepers, as well as individuals with bookkeeping experience who wish to gain a better conceptual background in accounting and finance. A Certificate of Achievement is awarded for the satisfactory completion of the core requirements plus an additional three units from the listed electives. All students should consult with a counselor.

REQUIREMENTS

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<tr>
<td>BUS 114</td>
<td>Beginning Computer Accounting</td>
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<tr>
<td>CIS 110</td>
<td>Introduction to Computer Information Systems</td>
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</tr>
<tr>
<td>CIS 118</td>
<td>Introduction to Spreadsheet Design</td>
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</tr>
<tr>
<td>CIS 128</td>
<td>Intermediate Spreadsheet Design</td>
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TOTAL CORE UNITS 18

Electives (Three units minimum)

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<tr>
<td>BUS 124</td>
<td>Marketing</td>
<td>3</td>
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<tr>
<td>BUS 107</td>
<td>Business Law</td>
<td>3</td>
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<tr>
<td>BUS 131</td>
<td>Supervision and Management</td>
<td>1.5</td>
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<tr>
<td>BUS 137</td>
<td>Managing Groups and Teams</td>
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</tr>
<tr>
<td>BUS 144</td>
<td>Business Communication</td>
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</table>

TOTAL CORE UNITS 22.5 - 23.5

BUSINESS COURSES (BUS)

BUS 101: Introduction to Business
3.0 Units. 3 lecture and 1 lab hrs/wk. No prerequisite.

This survey course explores the history, environment and functional areas of business, and analyzes the following topics: comparative economic systems focused on capitalism, globalization, ethical behavior and social responsibility, business ownership, entrepreneurship,
BUS 107: Business Law
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This course develops students' understanding of the basic principles of business law and applications to typical business situations. Topics include law of contracts, agency and employment, negotiable instruments, personal property, bailments, sales of goods, real property, and partnerships. (CSU/UC)

BUS 112: Financial Accounting
4.0 Units. 4 lecture hrs/wk. No prerequisite.
An introduction to accounting practice, principles and analysis. This course is basic for students in accounting, business administration, economics, law and other professions. It covers the accounting cycle for a service enterprise and for a merchandising enterprise, preparation of financial statements, internal control, valuation of receivables, depreciation and fixed asset disposal, debt structure, corporate capitalization and retained earnings, and finishing with a thorough discussion of financial statement analysis. (CSU/UC)

BUS 113: Managerial Accounting
5.0 Units. 5 lecture hrs/wk. Prerequisite: BUS 112.
This course covers fund flow analysis, basic managerial cost concepts and developments in contemporary managerial accounting, cost accounting systems, cost-volume-profit relationships, budgetary planning and control, responsibility accounting, performance evaluation through standard costs, and incremental analysis and capital budgeting. (CSU/UC)

BUS 114: Beginning Computer Accounting
1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: BUS 112.
A first course in the operation of computerized accounting software, designed for business entrepreneurs using a computerized accounting system in their business as well as students training to be professional accountants. Subjects include an overview of the software, setting up a company, entering, working with lists, setting up inventory, paying bills, payroll, and preparation of reports and graphs. (CSU)

BUS 121: New Venture Creation
3.0 Units. 3 lecture and 1 lab hrs/wk. No prerequisite.
This course focuses on the entrepreneur and the concepts, skills, information, attitudes, alternatives and resources relevant for success in starting, operating and managing a new venture. The course covers the environment, resources, business plan, accounting, financing, marketing, management, and legal aspects; it includes industry and market research and requires students (in teams) to write a business plan feasibility analysis. (CSU)

BUS 124: Marketing
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This introductory course on the vital business area of marketing is open to all students. Topics include marketing's role in society, the market structure, channels of distribution, retail institutions, product development, packaging, pricing, and promotion. (CSU)

BUS 127: Create a Business Plan
1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite.
This course provides a hands-on approach for actively developing an operational business plan. The process, using computer software, involves opportunity recognition, research, analysis, and completing each section of a business plan including the cover letter, the executive summary, company and industry overviews, market strategy and tactics, financial analysis, location, physical facilities, capital spending, purchasing, and promotion. Students receive individual attention regarding their business plans. (CSU)

BUS 131: Supervision and Management
1.5 Units. 1.5 lecture hrs/wk. No prerequisite.
This introductory course covers the core concepts and current issues related to supervision and management. Students learn how to assume supervisory responsibility and how to apply management principles in today's rapidly changing world of work. (CSU)

BUS 132: Human Resource Management
1.5 Units. 1.5 lecture hrs/wk. No prerequisite.
This introductory course gives employers and employees an overview of the various functions within the human resource management field. (CSU)

BUS 133: Diversity in the Workplace
1.5 Units. 1.5 lecture hrs/wk. No prerequisite.
This course teaches students how to manage diversity. It broadens their viewpoints, beliefs, and attitudes; promotes an understanding of widely varying but equally valid world views; and prepares future leaders to effectively collaborate with the diverse groups they will encounter in the work and marketplaces. (CSU)

BUS 134: Human Relations
1.5 Units. 1.5 lecture hrs/wk. No prerequisite.
This course acquaints students with human relations and motivation in business and the implications of business practices as they apply to individual employees and supervisors. (CSU)

BUS 135: Managing Change and Innovation
1.5 Units. 1.5 lecture hrs/wk. No prerequisite.
This course is designed to develop the skills necessary to manage change and innovation within an organization which is dynamic, complex, and often unpredictable. Students learn how to help people and how organizations learn and renew themselves continuously. (CSU)

BUS 137: Managing Groups and Teams
1.5 Units. 1.5 lecture hrs/wk. No prerequisite.
This course teaches skills of leading and facilitating both the interpersonal relationships and the tasks of groups and teams. Primarily focused on the workplace, the skills can also be used in other settings, including working with volunteer groups. (CSU)
BUS 141: Intermediate Business English
2.0 Units. 2 lecture hrs/wk. Prerequisite: ENGL 98A and 98B.
This course presents grammar, usage, punctuation, sentence rhetoric, error recognition and editing on a professional level to business students who are planning careers that demand precise skills in independent writing, proofreading, and transcription of oral language. The course emphasizes syntax, diction, structure, and editing appropriate for business communications, general and technical report writing, and medical and court reporting transcriptions. (CSU)

BUS 144: Business Communication
3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: ENGL 79.
This course emphasizes the application of effective writing techniques and strategies to business communication problems found in organizations. Students analyze cases, then organize and prepare various business documents such as resumes, letters, memoranda, reports, business plans, and proposals. (CSU)

BUSINESS OFFICE SYSTEMS

The business office systems curriculum is designed to develop the knowledge, skills, and attitudes needed by workers in today’s automated offices. Students can acquire the training and skills necessary to enter the job market, update knowledge and skills to reenter the marketplace, or retrain in order to maintain a present position or obtain a promotion. The skills developed in this curriculum are also useful to students who wish to enrich their business and computer expertise for personal use.

Courses emphasize skill development in business office systems with specialties available in the medical and office management areas. Most courses include hands-on computer use so students learn necessary computer skills as well as the individual course material.

Career Options
Administrative Assistant, Bank Teller, Clerical Assistant, Executive Assistant, General Office Worker, Human Resources Assistant, Medical Office Assistant, Medical Office Manager, Medical Receptionist, Medical Records Clerk, Medical Scheduler, Medical Secretary, Medical Transcriber, Microcomputer User, Office Assistant, Office Manager, Payroll Assistant, Receptionist, Records Clerk, Research Assistant, Secretary, Transcribing Machine Operator, Word Processing Manager, Word Processing Operator

Department Phone: (415) 485-9610

A.S. IN BUSINESS OFFICE SYSTEMS, OCCUPATIONAL
The Business Office Systems curriculum develops knowledge, skills, and attitudes needed by workers who support information handling in today’s electronic offices. An Associate in Science degree is awarded for completion of all requirements in the core program, as well as completion of general education and graduation requirements. A Certificate of Achievement is awarded for satisfactory completion of the core program. A Certificate of Achievement is awarded for the satisfactory completion of the core requirements.

BOS 163B Records Management 1
BOS 163C Travel and Conference Arrangements 1
CIS 101 Introduction to Personal Computers and Operating Systems 1.5
CIS 117 Introduction to Database Design and Programming 1.5
CIS 118 Introduction to Spreadsheet Design 1.5
BUS 101 Introduction to Business 3
BUS 131 Supervision and Management 1.5
BUS 137 Managing Groups and Teams 1.5
BUS 144 Business Communication 3

TOTAL CORE UNITS 20.5
Choose 3-4 elective units from the following:
BUS 124 Marketing 3
BUS 112 Financial Accounting 4
CIS 110 Introduction to Computer Information Systems 3
CIS 113 Presentations and Publications 1.5
BOS 230A-B Medical Terminology 1-2
BOS 231A-C Medical Terminology 1-3

TOTAL MAJOR UNITS 23.5-24.5

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 Certificate of Achievement 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 Certificate of Achievement.

Note: Before a Business Office Systems Skills Certificate is granted, the student must demonstrate the ability to keyboard a minimum of 35 words-a-minute with five or fewer errors.

Administrative Assistant Skills Certificate
The Administrative Assistant Certificate indicates that foundation courses needed for entry-level employment in office support have been successfully completed.

REQUIREMENTS UNITS
BOS 44 Skill Building for Keyboarders 1
Or
BOS 120 Computer Keyboarding 1
BOS 76 Electronic 10-Key 1
BOS 114 Beginning Word Processing 1.5
CIS 101 Introduction to Personal Computers and Operating Systems 1.5
CIS 118 Introduction to Spreadsheets 1.5

TOTAL UNITS 6.5

BUSINESS OFFICE SYSTEMS COURSES (BOS)

BOS 035: Web Quest: Beginning Internet Skills
1.0 Unit. 3 lab hrs/wk. No prerequisite.
This class introduces computer and Internet vocabulary, Internet searches, and the use of e-mail, Web radio, and word processing to enhance basic Internet research projects called Web-quests.

BOS 044: Skill Building for Keyboarders
1.0 Unit. 3 lab hrs/wk. Repeat: 3. No prerequisite. Advisory: Knowledge of keyboard and ability to type by touch method.
In this course, students concentrate on accuracy and speed drills to improve keyboarding skills. Diagnostic tests are given to determine
weaknesses. Timings are taken on a regular basis so progress can be measured.

**BOS 060C: Beginning Computer Keyboarding (ESL)**
1.0 Unit. 3 lab hrs/wk. No prerequisite. Advisory: BOS 60B.
This course is recommended for ESL students needing to improve keyboarding speed and accuracy, and wishing to learn additional letter and report formatting skills, plus business memos. Students learn how to keyboard by touch at a minimum speed of 30 words-per-minute. Students also learn how to set up and edit letters, reports, and memos.

**BOS 070A: Spelling**
1.0 Unit. 3 lab hrs/wk. No prerequisite.
This self-paced course helps students learn the rules of spelling and principles of pronunciation, improve accuracy in spelling college-level words, improve dictionary skills, develop proofreading skills, and remediate individual spelling issues.

**BOS 070B: Vocabulary Building**
1.0 Unit. 3 lab hrs/wk. No prerequisite.
This self-paced course helps students achieve a command of the vocabulary needed for business courses and careers.

**BOS 070C: Programmed Writing Skills**
1.0 Unit. 3 lab hrs/wk. No prerequisite.
This self-paced course, covering writing skills for the business writer, stresses how to write clearly and effectively with correct mechanics.

**BOS 076: Electronic 10-Key**
1.0 Unit. 3 lab hrs/wk. No prerequisite.
Students learn the basic operation of electronic printing calculators and how to input numbers using the ten-key touch method. Common business problems are used to train students on the efficient use of the electronic calculator.

**BOS 114: Beginning Word Processing**
1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: Ability to keyboard by touch.
This beginning course in Microsoft Word for Windows develops competency in creating, editing, formatting, saving, and printing a variety of business and personal-use documents. Topics include creating and editing letters, memos, reports, tables, and mail merge. In addition, students complete several desktop publishing assignments and use Word to create a Web site. (CSU)

**BOS 115: Intermediate Word Processing**
1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: BOS 114.
This Microsoft Word course develops competency in using intermediate to advanced features of Word. Students create, format, edit, save, and print a variety of business and personal-use documents. Topics include formatting with styles, sharing information with other programs, working with and sharing long documents, working with graphics, creating and modifying charts, creating and using forms, and customizing Word with Auto Text and Macros. Students complete several desktop publishing projects, using the Internet to access multimedia resources. (CSU)

**BOS 120: Computer Keyboarding**
1.0 Unit. 3 lab hrs/wk. Repeat: 3. No prerequisite.
This course is recommended for students needing to acquire alphabetic and numeric keyboarding skills for computer work. Students learn how to keyboard by touch at a minimum speed of 20 words per minute. (CSU)

**BOS 122A: Machine Transcription**
1.0 Unit. 3 lab hrs/wk. No prerequisite. Advisories: Touch keyboarding.
This course prepares students to become efficient transcribers using transcribing media and computers. Students transcribe mailable business correspondence from pre-dictated material in the areas of hotel services, media, banking and insurance. Emphasis is placed on the mechanics of letter styles, grammar, punctuation, spelling, word division, vocabulary, and proofreading. (CSU)

**BOS 122B: Machine Transcription**
1.0 Unit. 3 lab hrs/wk. No prerequisite. Advisory: Touch keyboarding, and BOS 122A.
This course prepares students to become efficient transcribers using transcribing media and computers. Students transcribe mailable business correspondence from pre-dictated material. Emphasis is placed on increased transcription speed and refinement of transcription skills. A thorough review of punctuation rules and practice in applying those rules is included. (CSU)

**BOS 122C: Machine Transcription**
1.0 Unit. 3 lab hrs/wk. No prerequisite. Advisory: Touch keyboarding, and BOS 122B.
This course further prepares students to become efficient transcribers using transcribing media and computers. Students transcribe mailable business correspondence from pre-dictated material. Emphasis is placed on increased transcription speed and refinement of transcription skills. A thorough review of punctuation rules and practice in applying those rules is included. (CSU)

**BOS 163A: Professional Office Procedures**
1.0 Unit. 3 lab hrs/wk. No prerequisite.
This short course presents methods and techniques basic to the efficient performance of office services, including interpersonal communications, document preparation, mail processing, meeting arrangements, travel, time management, and telephone communications. The course is offered through a combination of instructor-assisted and self-paced, audiovisual learning methods, including a text CD and Internet access. (CSU)

**BOS 163B: Records Management**
1.0 Unit. 3 lab hrs/wk. No prerequisite.
In this self-paced course, in addition to learning basic alphabetic, numeric, subject, and geographic filing methods on a microcomputer, students are introduced to careers in records management. (CSU)

**BOS 163C: Travel and Conference Arrangements**
1.0 Unit. 3 lab hrs/wk. No prerequisite.
This self-paced course enables students to become proficient in planning and arranging business travel, and setting up business conferences. The course develops skills in choosing airline flights,
making reservations, arranging hotel accommodations and ground transportation, and maintaining accurate follow-up records. (CSU)

BOS 230A: Medical Terminology
1.0 Unit. 3 lab hrs/wk. No prerequisite.
Designed for medical secretarial students or others pursuing careers in health care, this self-paced course helps students become skillful in mastering word parts to form medical terms found in basic medical terminology. Students use an interactive computer program to learn, analyze, and interpret the most frequently used medical terms. (CSU)

BOS 230B: Medical Terminology
1.0 Unit. 3 lab hrs/wk. No prerequisite. Advisory: BOS 230A.
A continuation of Business Office Systems 230A, this course helps students become skillful in mastering additional word parts to form medical terms used in medical terminology. Students use a computer program to learn and practice applying frequently used medical terms. (CSU)

BOS 231A: Medical Transcription
1.0 Unit. 3 lab hrs/wk. No prerequisite. Advisory: BOS 120.
This course trains transcriptionists to quickly and accurately transcribe four basic report types (office visit/clinic note, history/physical exam, discharge summary, and consultation) for use in medical offices, clinics, and freelance endeavors. (CSU)

BOS 231B: Medical Transcription
1.0 Unit. 3 lab hrs/wk. No prerequisite. Advisory: BOS 231A.
This course is designed to improve the transcriptionist’s speed and accuracy while transcribing medical reports using a transcribing machine and a computer. At an entry level, students transcribe hospital, physician office, and psychiatric facility reports. In addition, students continue to transcribe discharge summary reports learned in BOS 231A. (CSU)

BOS 231C: Medical Transcription
1.0 Unit. 3 lab hrs/wk. No prerequisite. Advisory: BOS 231B.
Building upon their developing knowledge of medical terminology, students gain competency in using transcription technology to transcribe reports in chosen medical specialties for use in medical offices, clinics, and freelance endeavors. (CSU)

CHEMISTRY
Chemistry is by far the largest field of employment in the sciences. A wide range of opportunities awaits the chemist in business, industry, government, and in the field of education. Approximately three-fourths of all chemists are employed by private industry in such fields as petroleum, primary metals, electrical equipment, aerospace, paper, food, and rubber.

Career Options
Biochemist, Chemical Engineer, Dentist, Failure Analyst, Food and Drug Officer, Food Chemist, Forensic Chemist, Hydrologist, Industrial Chemist, Nutritionist, Oceanographer, Patent Agent, Pharmaceutical Salesperson, Physician, Pollution Control Expert, Process Control Worker, Product Developer, Quality Control Worker, Quantitative Analyst, Researcher and Developer, Teacher, Textile Chemist, Toxicologist

Faculty
Erik Dunmire, Patrick Kelly, Jennifer Loeser, Scott Serafin
Department Phone: (415) 485-9510

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

CHEMISTRY COURSES (CHEM)

CHEM 105: Chemistry in the Human Environment
3.0 Units. 3 lecture hrs/wk. No prerequisite.
A nonmathematical course for liberal arts and nonscience majors, exploring chemistry in relation to society. A general introduction and discussion of the development and manifestations of concepts of chemistry and their applications in our environment including living systems. Special considerations are given to current topics, environmental issues, energy production, nutrition, medicine, and consumer products. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

CHEM 105L: Chemistry in the Human Environment: Laboratory
1.0 Unit. 3 lab hrs/wk. Prerequisite: CHEM 105 or concurrent enrollment.
A laboratory-demonstration course designed to illustrate and exercise the basic chemistry concepts presented in CHEM 105. Students explore the significance of chemistry concepts to consumer, health and environmental themes through tangible laboratory experiments. Satisfies the general education requirement in physical sciences with a laboratory component. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5C

CHEM 110: Chemistry for Allied Health Sciences
5.0 Units. 4 lecture and 3 lab hrs/wk. Prerequisite: Math 101 or 101AB or 101XY or eligibility for Math 103 based on the Math Assessment test.
This introductory one-semester survey of the fundamental concepts and laboratory techniques of general, organic, and biochemistry emphasizes applications within the Health Sciences. Students apply the fundamental concepts of chemistry to problem solving through
analytical reasoning, and by conducting scientific investigations in a laboratory setting. The course meets admission requirements for the A.S. degree in Registered Nursing and other allied health sciences, and fulfills a general elective requirement in natural sciences. (CSU) AA/AS Area A, CSU Area B-1 and B-3

CHEM 114: Introduction to Chemistry
5.0 Units. 4 lecture and 3 lab hrs/wk. Prerequisite: Math 101 or 101AB or 101XY or eligibility for Math 103 based on the Math Assessment Test.
This course covers problem-solving techniques using dimensional analysis, basic principles of inorganic chemistry, and elementary qualitative and quantitative laboratory experiments. The course is designed to prepare students for CHEM 115 and 131, and satisfies a CSU general education requirement in physical sciences as well as a requirement by the COM Nursing Program. CHEM 114 and 115 represent one year of chemistry for most baccalaureate programs in nursing, health sciences, physical therapy, laboratory and medical technology, as well as non-science majors. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A 5C

CHEM 115: Survey of Organic and Biochemistry
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: CHEM 114. Not open to those who have had Chemistry 231.
This one-semester survey of the classes of organic compounds emphasizes materials of interest to students of biological sciences, including the chemistry and metabolism of proteins, carbohydrates, lipids and nucleic acids. The laboratory covers techniques in organic chemistry with applications to biologically interesting compounds. The course is intended for dental hygiene, nursing (baccalaureate program), health science, laboratory and medical technology, as well as non-science majors. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A and 5C

CHEM 131: General Chemistry I
5.0 Units. 3 lecture and 6 lab hrs/wk. Prerequisites: CHEM 114 or satisfactory score on Chemistry Placement Test, and Math 103 or 103AB or 103XY or satisfactory score on Math Assessment Test.
Fundamental principles of chemistry including such topics as atomic theory, nomenclature, thermochemistry, bonding, structure and polarity, stoichiometry, gases, liquids and solids, intermolecular forces, solutions, and a brief introduction to organic chemistry and biochemistry. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A and 5C

CHEM 132: General Chemistry II
5.0 Units. 4 lecture and 3 lab hrs/wk. Prerequisite: CHEM 131.
A continuation of CHEM 131 emphasizing kinetics, thermodynamics, aqueous solution equilibriums, electrochemistry, and selected topics from nuclear chemistry, descriptive inorganic chemistry, materials, metals and coordination compounds. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A 5C

CHEM 132E: General Chemistry II, Lecture Only
3.0 Units. 3 lecture hrs/wk. Prerequisite: CHEM 131.
Lecture material of Chemistry 132 for those engineering and science majors who need eight units (one year) of general chemistry but only one semester of lab. Bioengineering and chemical engineering majors should enroll in Chemistry 132. Not open to those who have had Chemistry 132. (CSU/UC) CSU Area B-1, IGETC Area 5A

CHEM 231: Organic Chemistry I
5.0 Units. 3 lecture and 6 lab hrs/wk. Prerequisite: CHEM 132.
The first semester of the one-year intensive organic chemistry sequence for students majoring in chemistry, environmental science, biochemistry, chemical engineering, cell and molecular biology, and related fields; and for students satisfying premedical, predental, and other health science prerequisites. The study of fundamental topics, including structure, function, stereochemistry, nomenclature, reactions, mechanisms and multistep synthesis of organic compounds. (CSU/UC) CSU Area B-1 and B-3, IGETC Area 5A

CHEM 232: Organic Chemistry II
5.0 Units. 3 lecture and 6 lab hrs/wk. Prerequisite: CHEM 231.
The second semester of the one-year organic chemistry course including laboratory for students majoring in chemistry, biochemistry, and most premedical and predental curricula. Students who need only eight units of organic chemistry, see CHEM 232E. (CSU/UC) CSU Area B-1 and B-3, IGETC Area 5A and 5C

CHEM 232E: Organic Chemistry II, Lecture Only
3.0 Units. 3 lecture hrs/wk. Prerequisite: CHEM 231.
The second semester of the one-year organic chemistry course without laboratory for those who need a total of eight units, such as some biology, environmental science, health, and chemical engineering majors. The material is taught from a mechanistic approach, focusing on reactivity and multi-step synthesis, as well as classical and cutting-edge analysis of organic compounds including NMR, IR, GC/MS and UV/Vis spectroscopy. (CSU/UC) CSU Area B-1
**CHINESE**

A major reason for studying the Chinese language is the enrichment of one’s intellectual growth in the context of the rest of the world. In learning Chinese, one also learns about the culture, philosophy, and civilization of another people, thereby broadening understanding of the world. On the practical side, any field of specialization (journalism, medicine, law, business, teaching) is enhanced if one can speak another language. In California, knowledge of a modern language is now required in many jobs that deal with the public such as Civil Service, social work, nursing, and other service-oriented fields.

**Career Options**


Department Phone: (415) 485-9348

**Transfer**

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

**Policy Statement Regarding Sequence of Enrollment in Modern Language Classes**

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

**CHINESE COURSES (CHIN)**

**CHIN 100: Chinese Basics**

*1.0 Unit. 1 lecture hrs/wk. No prerequisite.*

This course provides an initial encounter with the Chinese language, introducing the pinyin system, partial pictograms, radicals, components, and parts of character formation, and Chinese cultural aspects and values. The course teaches pronunciation, basic strokes, and simple characters to enable students to feel comfortable and confident to begin CHIN 101. (CSU)

**CHIN 101: Elementary Chinese Mandarin I**

*5.0 Units. 4 lecture and 3 TBA hrs/wk. No prerequisite.*

This course develops proficiency in listening and speaking skills in Chinese/Mandarin, and provides a foundation in literacy skills. Students also gain knowledge and appreciation of Chinese culture. The acquisition of Chinese/Mandarin language skills and an appreciation of China’s role in the global community are goals of the course. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6A: UC Language Other Than English

**CHIN 102: Elementary Chinese Mandarin II**

*5.0 Units. 4 lecture and 3 TBA hrs/wk. Prerequisite: CHIN 101.*

In this course, students develop further communicative skills in Chinese Mandarin. Students gain knowledge and appreciation of Chinese culture, history, and China’s new role in global economics and politics. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6A: UC Language Other than English

**CHIN 110: Conversational Chinese Mandarin I**

*4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite. Three lecture and three laboratory hours weekly.*

An intensive study of practical Chinese conversation, designed for students who wish to acquire skills of spoken modern colloquial Mandarin for travelers and those doing business in China. Oral practice in speaking and understanding Chinese through audiovisual packages related to daily working environment and life. Topics include everyday conversation among in-groups (husband-wife, friend-friend, among the family), everyday conversation between out-groups (superior-inferior, between unknowns), nonverbal communication, and culturally correct Chinese conversation. (CSU)

**CHIN 112: Conversational Chinese Mandarin II**

*4.0 Units. 3 lecture and 3 TBA hrs/wk. Prerequisite: CHIN 110.*

This course emphasizes modern colloquial Chinese in conversation and the study of elementary grammar, designed for students who want to learn at a faster pace in the spoken language with a minimum of formal grammar. Use of audio materials improves accuracy and fluency in pronunciation. (CSU)
COLLEGE SKILLS

The College Skills Department consists of three pre-college programs: English Skills, Credit ESL, and Noncredit ESL. All three programs serve students who need to develop their study and communication skills in order to succeed.

Faculty
Rebecca Beal, Barbara Bonander, Harriet Eskildsen, Karen Koenig, Cheo Massion, Sara McKinnon, Beth Patel, Alicia (Meg) Pasquel, Patricia Seery, Wendy L. Walsh, Blaze Woodrief
Department Phone: (415) 485-9642

NONCREDIT ENGLISH AS A SECOND LANGUAGE (ESLN/ESLV)
The Noncredit ESL program primarily serves the burgeoning immigrant population of Marin County. Through free noncredit ESL classes, the program has helped countless Marin residents from over 75 countries fulfill their educational, career and personal goals to become productive members of our community. Noncredit ESL offers multi-skill classes at the Kentfield and Indian Valley campuses as well as at several off-campus locations. In addition, there are pronunciation classes and vocational ESL classes. Noncredit ESL classes are open entry and open exit.

Please see the English as a Second Language Noncredit (ESLN and ESLV) category for individual course listings.

CREDIT ENGLISH AS A SECOND LANGUAGE (ESL)
The credit ESL program offers instruction for non-native English speakers with intermediate to advanced levels of English proficiency. Our students come with a variety of goals, from transferring and earning degrees to improving their skills for the workforce and for everyday life. Our program prepares them with the academic language and student skills they will need to succeed in their other credit-level coursework.

The core of the Credit ESL program encompasses 4 levels in ESL (50-60-70-80) plus two more parallel sections of the English Department’s classes (98 and 120) which prepare students for English 150 (freshman composition). At each level separate classes are offered to cover Grammar/Writing and Reading/Vocabulary. In addition there are pronunciation classes and listening/speaking classes.

Please see the English as a Second Language (ESL) category for individual course listings.

ENGLISH SKILLS
The English Skills program provides English and study skills courses to help students develop reading, writing, thinking and social skills so that they can enroll in and profit from instruction in credit courses and/or successfully get a job and advance in that job. Students come to English Skills classes to achieve a variety of goals: some to get better jobs, some to move horizontally into workforce programs such as dental assisting or metals technology, and some to succeed in transfer-level courses. The English Skills program provides the developmental levels of College of Marin’s writing sequence. The program consists of the developmental English courses, open-entry skills lab classes and a GED preparation program. The majority of the courses are conducted on the Kentfield campus; however, an open-entry lab is offered on the Indian Valley Campus two afternoons a week. The IVC classes mostly accommodate Court Reporting Students.

Please see the English (ENGL) category (courses numbered 062-097) for individual course listings.

COMMUNICATION

For additional Communication courses, please see Film and Video.
The curriculum is designed to provide theory and skills for those who are interested in mass media, television and films, whether students’ goals be transfer, professional, or self-enrichment. Its production courses are hands-on, with equal emphasis on aesthetic principles and technology.

Career Options
Animator, Announcer, Broadcast Technician, Camera Operator, Community Affairs Director, Disc Jockey, Engineering Technician, Film Director, Film Editor, Freelance Film Maker, Light Technician, News Broadcaster, News Director, Producer, Production Engineer, Program Assistant, Promotion Sales Manager, Public Relations Representative, Reporter, Sales Account Executive, Screenwriter, Sound Editor, Sound Recorder, Sportscaster, Studio Technician, Teacher, Traffic Manager, Tutor, Videotape Photographer, Writer

Faculty
Patricia O’Keefe, Bonnie Borenstein
Department Phone: (415) 485-9348

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

A.A. IN COMMUNICATION, MASS COMMUNICATIONS OPTION

UNITS

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>COMM/JOUN 110 Introduction to Mass Communication and Media Literacy</td>
<td>3</td>
</tr>
<tr>
<td>FILM 150 Introduction to Filmmaking</td>
<td>4</td>
</tr>
<tr>
<td>COMM/JOUN 160 Images of Race, Gender, and Class in the Media</td>
<td>3</td>
</tr>
<tr>
<td>JOUN 115 Reporting and Writing for Mainstream Media</td>
<td>3</td>
</tr>
<tr>
<td>MMST 110 Introduction to Multimedia</td>
<td>3</td>
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<tr>
<td><strong>One course from the following:</strong></td>
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<tr>
<td>FILM/HUM 109A History of Film: Beginning to 1950</td>
<td>4</td>
</tr>
<tr>
<td>FILM/HUM 109B History of Film: 1950 to the Present</td>
<td>4</td>
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<tr>
<td><strong>And three additional units from the following:</strong></td>
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<tr>
<td>JOUN 122 Newspaper Production, Writing</td>
<td>3</td>
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<tr>
<td>JOUN 123 Newspaper Production</td>
<td>3</td>
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<tr>
<td>SPCH 140 Oral Interpretation of Literature I</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 155 Radio and Television Announcing and Performance</td>
<td>3</td>
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<tr>
<td><strong>TOTAL UNITS</strong></td>
<td><strong>23</strong></td>
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</tbody>
</table>

A.A.-T. IN COMMUNICATION STUDIES

Associate in Arts in Communication Studies for Transfer degree (AA-T)
This degree is intended for students who plan to transfer to the California State University (CSU) with a major in Communication Studies.

The Associate in Arts in Communication Studies for Transfer degree (AA-T) provides students with a breadth of courses that cover the many facets of communication, including public speaking, argumentation, mass media, and interpersonal and group communication. Students will develop their communication practices while
studying theories and concepts that examine the role of communication in interpersonal relationships and society.

To complete the Associate in Arts Degree in Communication Studies for Transfer (AA-T), a student must:

1. Complete 60 semester units* or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
   - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
   - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

2. Earn a grade of C or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is not an acceptable grade for courses in the major.

3. Obtain a minimum grade point average of 2.0.

*Please note: Up to 12 units may be double-counted; no more than 60 semester units may be required.

---

### REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Core Course (3 Units):</td>
<td></td>
</tr>
<tr>
<td>SPCH 122 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Required Electives - select two courses (6 units):</td>
<td></td>
</tr>
<tr>
<td>SPCH 132 Argument and Persuasion</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 120 Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 130 Small Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>Required Electives - select two courses (6 units):</td>
<td></td>
</tr>
<tr>
<td>SPCH 128 Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 140 Oral Interpretation of Literature I</td>
<td>3</td>
</tr>
<tr>
<td>COMM/JOUN 110 Introduction to Mass Communication and Media Literacy</td>
<td>3</td>
</tr>
<tr>
<td>Required Electives - select one course (3-4 units):</td>
<td></td>
</tr>
<tr>
<td>JOUN 115 Reporting and Writing for Mainstream Media</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 151 Reading and Composition 1B</td>
<td>4</td>
</tr>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>ENGL 155 Critical Thinking and Composition</td>
<td>4</td>
</tr>
<tr>
<td>ANTH 102 Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 110 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 110 Introductory Sociology, Individual and Society</td>
<td>3</td>
</tr>
<tr>
<td>* Or any 3-unit course, not listed above, that is CSU-transferable as communication studies.</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL MAJOR UNITS:** 18-19

### COMPUTER INFORMATION SYSTEMS

The Computer Information Systems curriculum is designed to provide education for computer-related careers, professional advancement, and transfer preparation. Courses provide “hands-on” computer use that emphasizes the development of the skills necessary for employment and personal use of computers. Program specialties include desktop network, desktop publishing, microcomputer manager, and microcomputer programmer.

**Career Options**

Computer Sales Representative, Computer Software Specialist, Desktop Publishing Specialist, Hardware and Software Consultant, Help Desk Technician, Microcomputer Applications Specialist, Microcomputer Manager, Microcomputer Software Support Technician, Network Technician, Programmer, Systems Administrator, Systems Integrator

**Faculty**

John Hinds, A. Joe Ritchie

**Department Phone:** (415) 485-9610

**Transfer**

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

**Repeatability Policy Statement for Computer Information Systems Courses**

Students must petition to repeat any course in Computer Information Systems for the purpose of meeting the two-year currency requirement for a degree or skills certificate.

---

**A.S. IN COMPUTER INFORMATION SYSTEMS**

(Certificates of Achievement also awarded.)

Study in the field of Computer Information Systems is designed to prepare students for entry-level positions.

The Associate in Science degree is awarded for completion of all requirements in the core program and chosen specialty, as well as completion of general education and graduation requirements. A Certificate of Achievement is awarded for completion of the core program plus the additional course requirements in each specialty. A
Skills Certificate is earned by satisfactory completion of the required courses as listed for the specific Skills Certificate.

**CORE PROGRAM**

The following courses are required of all Computer Information Systems degree students:

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE NAME</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 110</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 113</td>
<td>Presentations and Publications</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 117</td>
<td>Introduction to Database Design and Programming</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 118</td>
<td>Introduction to Spreadsheets</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 122</td>
<td>Networking Essentials</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 126</td>
<td>Introduction to Windows</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 141</td>
<td>Introduction to HTML Programming</td>
<td>1.5</td>
</tr>
</tbody>
</table>

**TOTAL CORE UNITS** 12

**Electives**

In addition to the core program listed above, each Computer Information Systems degree/certificate student will complete a minimum of 12 additional units from the following list:

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE NAME</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 127</td>
<td>Intermediate Database Design</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 128</td>
<td>Intermediate Spreadsheet Design</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 137</td>
<td>Advanced Database Design</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 142</td>
<td>Intermediate HTML and Scripting</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 143</td>
<td>Designing Web Sites</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 150</td>
<td>PC Server and Workstation Operating Systems</td>
<td>2</td>
</tr>
<tr>
<td>CIS 151</td>
<td>Implementing and Administering a Network Infrastructure for a Personal Computer System</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 153</td>
<td>Implementing and Administering a Directory Services Infrastructure for a Personal Computer Operating System</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 155</td>
<td>Designing Security for a Personal Computer Server Operating System</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 159</td>
<td>Network Security</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 161</td>
<td>Introduction to Computer System Hardware</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 162</td>
<td>Computer Operating System</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 163</td>
<td>Computer System Peripherals</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 164</td>
<td>Troubleshooting System Peripherals and Networking</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 215</td>
<td>Visual BASIC Programming</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 237</td>
<td>SQL Programming</td>
<td>1.5</td>
</tr>
</tbody>
</table>

**TOTAL CORE UNITS** 24

**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 Certificate of Achievement 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 Certificate of Achievement.

**MICROSOFT OFFICE DATABASE SPECIALIST SKILLS CERTIFICATE REQUIREMENTS**

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE NAME</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 117</td>
<td>Introduction to Database Design and Programming</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 127</td>
<td>Intermediate Database Design</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 137</td>
<td>Advanced Database Design</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 200</td>
<td>Software Certification Test Preparation</td>
<td>0.5</td>
</tr>
<tr>
<td>CIS 237</td>
<td>Introduction to SQL Programming</td>
<td>1.5</td>
</tr>
</tbody>
</table>

**TOTAL UNITS** 6.5

**MICROSOFT OFFICE SPECIALIST SKILLS CERTIFICATE REQUIREMENTS**

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE NAME</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>BOS 114</td>
<td>Beginning Word Processing</td>
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</tr>
<tr>
<td>CIS 117</td>
<td>Introduction to Database Design and Programming</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 118</td>
<td>Introduction to Spreadsheets</td>
<td>1.5</td>
</tr>
</tbody>
</table>

**TOTAL UNITS** 6

**WEB PROGRAMMING SKILLS CERTIFICATE REQUIREMENTS**

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE NAME</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 141</td>
<td>Introduction to HTML Programming</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 142</td>
<td>Intermediate HTML and Scripting</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 143</td>
<td>Designing Web Sites</td>
<td>1.5</td>
</tr>
</tbody>
</table>

**TOTAL UNITS** 4.5

**MICROSOFT ACCESS DATABASE SKILLS CERTIFICATE REQUIREMENTS**

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE NAME</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 117</td>
<td>Introduction to Database Design and Programming</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 127</td>
<td>Intermediate Database Design</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 137</td>
<td>Advanced Database Design</td>
<td>1.5</td>
</tr>
</tbody>
</table>

**TOTAL UNITS** 4.5

**COMPUTER INFORMATION SYSTEMS COURSES (CIS)**

**CIS 101: Introduction to Personal Computers and Operating Systems**

1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite.

Introduction to the hardware, operating systems, and application software environment of the personal computer for students with little or no previous experience with PC microcomputers. Students gain the skills and confidence necessary to succeed in additional application training courses in spreadsheets, database design, word processing, and Web page construction, as well as the transfer-level comprehensive computer concepts course, CIS 110. (CSU)

**CIS 110: Introduction to Computer Information Systems**

3.0 Units. 3 lecture and 1 lab hrs/wk. No prerequisite.

This is an introductory survey of the needs for and roles of computer information systems within organizations. Emphasis is on information technology requirements for organizations, history, hardware, programming, systems development, personal computers, Internet, and networks. Students work with personal computers using application software for word processing, spreadsheets, and databases. Programs are written and run in a high level language. (CSU/UC)

**CIS 113: Presentations and Publications**

1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: CIS 101.

This course introduces the fundamental design and layout requirements for the creation of effective computer-generated presentations and printed documents for business. Students learn and experience the operation of three software packages that deal with layout, composition, typography, use of color, and choice of various output media. (CSU)
CIS 117: Introduction to Database Design and Programming
1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: CIS 101 or 110.
This is a first course in the design and installation of a database for personal computers. Students use a PC database software program to create and program database applications. (CSU)

CIS 118: Introduction to Spreadsheets
1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: CIS 110 or 101.
In this first course in the design and application of spreadsheets for personal computers, students use a spreadsheet software program to design, create, and use spreadsheets for accounting and other business applications. (CSU)

CIS 122: Networking Essentials
1.5 Units. 1.5 lecture hrs/wk. No prerequisite. Advisory: CIS 101.
This course covers the basic concepts of networks, including hardware, planning, implementation, and troubleshooting through the development of a case study. (CSU)

CIS 126: Introduction to Windows
1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: CIS 101 or 110.
This course provides an introduction to Windows for personal computers. Topics include Windows environment, menus, dialog boxes, folder management, Explorer, disk maintenance, and other Windows tools. Through both lecture and laboratory experience, students gain the skills and confidence necessary to succeed in additional application training courses in spreadsheets, database design, word processing, and Web page construction. (CSU)

CIS 127: Intermediate Database Design
1.5 Units. 1 lecture and 1.5 lab hrs/wk. Prerequisite: CIS 117.
In this continuation of CIS 117, students use the intermediate features of database software to design and implement database applications. They use development tools to integrate information from other applications, analyze data, utilize Internet capabilities, include forms for data input and validation, produce custom reports, and integrate databases for workgroups. (CSU)

CIS 128: Intermediate Spreadsheet Design
1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: CIS 118.
This course furthers students’ ability to design and create electronic spreadsheets that use more advanced features. Students learn how to plan, write, and execute program codes to manipulate data to meet management, marketing, and other business needs. (CSU)

CIS 137: Advanced Database Design
1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: CIS 127.
This continuation of CIS 127 extends students’ database application development knowledge using Access. Students concentrate on advanced topics and techniques such as designing complex forms and reports, customizing the user interface, automating tasks with macros, using and writing Visual Basic for Applications code, and finally, managing and securing a database. (CSU)

CIS 141: Introduction to HTML Programming
1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: CIS 110 or 101.
Hypertext Markup Language (HTML) is the language of the World Wide Web. In this class, students learn how to design, code, and implement Web pages using HTML. This beginning class focuses on creating pages with textual and limited inline image data and links for both Internet and local area network Intranet applications. (CSU)

CIS 142: Intermediate HTML and Scripting
1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: CIS 141.
In this continuation of CIS 141, students build on their knowledge of HTML and learn elementary client-side programming in JavaScript to add animation and interactive data exchange to Web pages. (CSU)

CIS 143: Designing Web Sites
1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: CIS 142.
This course teaches students how to design and implement Web sites using Microsoft FrontPage. Students who understand how to use a simple text editor to develop source documents incorporating HTML, JavaScript, DHTML and server-side form handlers learn how a Web site editor creates static and dynamic pages. FrontPage’s site management features are fully explored. (CSU)

CIS 150: Personal Computer Server and Workstation Operating Systems
1.5 Units. 1.5 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: CIS 122.
Three lecture and three laboratory hours weekly for eight weeks.
In this course, students install, configure, test, and maintain a personal computer network operating system on both workstations and servers. Students configure client profiles and server roles in a network environment. (CSU)

CIS 151: Implementing and Administering a Network Infrastructure for a Personal Computer Server OS
1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: CIS 150. Two lecture and three laboratory hours weekly for eight weeks.
In this course, students install, configure, manage, monitor and troubleshoot a network server operating system infrastructure. The course concentrates on the following network services: DHCP, DNS, remote access, network protocols, IP routing and NetBios naming conventions within a network server based operating environment. (CSU)

CIS 153: Implementing and Administering a Directory Services Infrastructure for a Personal Computer Server OS
1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: CIS 150. Two lecture and three laboratory hours weekly for eight weeks.
In this course, students install, configure, manage, monitor and troubleshoot Directory Services for a network server operating system. This course concentrates on Directory Services and DNS, security, and Directory Services within a network server-based operating environment. (CSU)
CIS 155: Designing Security for a Personal Computer
Server Operating System
1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: CIS 150. Two
lecture and three laboratory hours weekly for eight weeks.
In this course, students design and implement a security system to
meet the business requirements of a network server operating system
infrastructure. This course includes analysis of security system
requirements, auditing access to resources, authenticating users, and
encryption. (CSU)

CIS 158: Managing a Personal Computer Network
Environment
1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: CIS 122. Two
lecture and three laboratory hours weekly for eight weeks.
This course prepares students to manage, monitor, and trouble-
shoot a personal computer (PC) network. It provides the material
necessary to pursue certification in managing a network. Students
explore IP routing and Active Directory troubleshooting within a PC
network environment, and develop the skills necessary for routine
maintenance and troubleshooting of a network and server operating
systems. (CSU)

CIS 159: Computer Network Security Basics
1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: CIS 122. Two
lecture and three laboratory hours weekly for eight weeks.
Computer network security basics. The goal of this course is to pro-
vide students with a fundamental understanding of network security
principles and their implementation. (CSU)

CIS 161: Introduction to Computer System Hardware
1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Two lecture and three
laboratory hours weekly for eight weeks.
Through lectures, discussions, demonstrations, and exercises,
this course introduces the skills and knowledge necessary for A+
certification. It is a study of the computer--its hardware and software-
from its earliest beginnings, through the advent of mainframe and
personal computers, up to the latest class of microprocessor based
machines. (CSU)

CIS 162: Computer Operating Systems
1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite.
This course brings students up-to-date with the latest operating
systems covered by the A+ exams. For the more experienced user, the
course provides a fresh review and focus on what is required to meet
the objectives of the A+ exams. (CSU)

CIS 163: Computer System Peripherals
1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite.
This course brings students up-to-date with the latest system
peripherals included in the A+ exams. The course covers the instal-
lation, testing, troubleshooting, and maintenance of devices such as
printers, disk drives, and monitors. (CSU)

CIS 164: Troubleshooting System Peripherals and
Networking
1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite.
In this course, students develop the skills necessary to identify and
resolve computer system hardware and operating system software
problems. Networking concepts relating to system troubleshooting
are included. (CSU)

CIS 200: Software Certification Test Preparation
0.5 Unit. 1.5 lab hrs/wk. Repeat: 3. No prerequisite. Advisories: BOS 114 or CIS
117 or 118.
In this course, students work with computer software to evaluate
skill level in selected application software and prepare for software
certification tests. (CSU)

CIS 215: Visual BASIC Programming
3.5 Units. 3 lecture and 2 lab hrs/wk. No prerequisite. Advisory: CIS 110.
Students plan and create their own interactive Windows applications
using Visual BASIC on a personal computer. Logic and computation
problems develop skill in developing interactive BASIC programs.
(CSU/UC) AA/AS Area E

CIS 237: Introduction to SQL Programming
1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: CIS 137.
This course extends students’ relational database application
development knowledge using SQL (Structured Query Language).
Students concentrate on learning the SQL programming language
including single and multiple-table queries, updating data, database
administration, reports and embedded SQL. (CSU)
COMPUTER SCIENCE

Computers play a role in most facets of our daily lives, from our acquisition and use of vast amounts of information throughout the day, to the myriad ways we communicate with each other, to the appliances we use in our home, to our transportation both public and private. The computer science degree program is designed to help students gain the skills necessary to take part in the responsible design and management of our future technology.

Career Options
Careers for graduates of computer science programs include job titles as diverse as software developer, computer hardware engineer, systems analyst, game developer, computer engineer, web developer, technical writer, program manager, site reliability engineer, researcher, technical account manager, and private consultant. Computer science majors hold positions in large multinational corporations; federal, state, and local governments; private companies; technical start-ups; and consulting firms.

Faculty
Erik Dunmire
Department Phone: (415) 485-9510

Transfer
With an associate degree in computer science, students can transfer to bachelor degree programs in areas such as applied computer science and engineering, computer graphics, computer information systems, and computer information technology. Additionally, there are degrees with concentrations in artificial intelligence, computational linguistics, networks and security, software engineering, networking and data communication, bioinformatics, computer game design, homeland security, materials science and engineering, nuclear engineering, applied math, scientific computation, telecommunications, multimedia, and applied computing.

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

A.S. IN COMPUTER SCIENCE
Computer science students may choose among several paths to meet requirements for the associate degree. There are three entry-level courses, Computer Science 130, 135, and 150 (C++, JAVA, and MATLAB), that each fulfill the requirements for any of the upper-level courses. Computer science students will also choose from math and physics classes, depending on their transfer and career goals. Due to the diversity among degree programs, students should talk with a counselor or faculty member about their career goals and transfer requirements as they prepare to make their class choices.

**REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 130</td>
<td>Introduction to Computer Programming Using C++</td>
<td>4</td>
</tr>
<tr>
<td>COMP 135</td>
<td>Introduction to Programming in JAVA</td>
<td>4</td>
</tr>
<tr>
<td>COMP 150</td>
<td>Programming in MATLAB for Engineers</td>
<td>4</td>
</tr>
<tr>
<td>COMP 160</td>
<td>Computer Organization: An Assembly Language Perspective</td>
<td>3</td>
</tr>
<tr>
<td>COMP 220</td>
<td>Data Structures and Algorithms</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL UNITS** 43

**COMPUTER SCIENCE COURSES (COMP)**

**COMP 117: Discrete Mathematics**
3.0 Units. 3 lecture hrs/wk. Prerequisite: Math 121 or 123. Can be taken as COMP 117 or Math 117; credit awarded for only one course.

A survey of topics including set theory, combinatorics, graph theory, algorithm, logic, Boolean algebra, formal languages, and probability theory. Recommended for mathematics majors and students interested in engineering and applied fields. (CSU/UC) CSU Area B-4, IGETC Area 2A

**COMP 130: Introduction to Computer Programming Using C++**
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Math 103 or 103AB or 103XY or sufficient score on Math Assessment Test.

An introduction to problem-solving using a structured, object-oriented programming language in C++ for those without prior programming experience. Examples and programming assignments are drawn from many areas, involving both numerical and non-numerical applications. (CSU/UC) AA/AS Area E

**COMP 135: Introduction to Programming in JAVA**
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Math 103 or 103AB or 103XY or sufficient score on Math Assessment Test.

Introduction to computer programming using JAVA for computer science majors and computer professionals. Course concepts include problem-solving techniques, program design, charting, control structures, primitive data types, array and string data structures, operations, algorithms, reading and writing files, exception handling, and applets. Object-oriented features are introduced, including classes, objects, inheritance, and parameter passing. (CSU/UC) AA/AS Area E

**COMP 150: Programming in MATLAB for Engineers**
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Math 123. May be taken as COMP 150 or ENGG 150; credit awarded for only one course.

Designed to meet computer programming requirements for engineering transfer students, this course utilizes the MATLAB environment to provide a working knowledge of computer-based problem-solving methods relevant to science and engineering, including programming and numerical analysis techniques. Students outline, write, test, and debug computer programs to solve problems and display results, emphasizing proper documentation of computer code and reports. Common examples and applications of physics and engineering are used throughout the course. (CSU/UC)
COMP 160: Computer Organization: An Assembly Language Perspective
3.0 Units. 3 lecture hrs/wk. Prerequisite: COMP 130 or 135 or 150, or ENGG 150.
Computer architecture and techniques of assembly language programming as applied with Intel microprocessors. Topics include theory and concepts of virtual memory, pipelines, caches, and multitasking. IA-32 hardware architecture (bus, memory, stack, I/O, interrupts), design of structured assembly language code, arithmetic instructions, simple data transfer, input/output and disk processing concepts. (CSU/UC) AA/AS Area E

COMP 220: Data Structures and Algorithms
3.0 Units. 3 lecture hrs/wk. Prerequisite: COMP 130 or 135 or 150, or ENGG 150.
This is a follow-up computer science course after a high-level language programming course, such as C++ or JAVA. Data structures and their implementations as abstract data types are presented, including lists, stacks, queues, trees, graphs, heaps, and hash tables. An object-oriented approach is emphasized in software designs. The C++ STL framework will be introduced. (CSU/UC) AA/AS Area E

COMP 232: Advanced Programming in JAVA
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: COMP 130 or 135 or 150, or ENGG 150.
JAVA programming for both computer science majors and computer professionals. Review of JAVA syntax, data types, data structures, exception handling, and object-oriented features including classes, objects, and inheritance. The course will introduce advanced JAVA features including polymorphism, encapsulation, interfaces, abstraction, file IO, generics, collections, multithreading, concurrency, client server and network programming with sockets. (CSU/UC) AA/AS Area E

COMP 235: Advanced Programming in C++
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: COMP 130 or 135 or 150, or ENGG 150.
This advanced programming course in C++ offers students a deeper understanding of the language and its advanced features and techniques. Topics include namespaces, derived classes, abstract classes, multiple inheritance, polymorphism, compositions, template classes, containers of Standard Template Library (STL), exceptions, dynamic memory management, and design of libraries. (CSU/UC) AA/AS Area E

COUNSELING
Counseling courses are designed to provide an in-depth exploration into the process of self-knowledge. The courses are specifically intended to enhance student study habits, provide insights into career possibilities, and establish suitable educational planning. Courses are taught both informally and experientially in order to arrive at a realistic view of oneself and to enable students to better assess their potential for making informed decisions. In addition to the established offerings, special topics are offered periodically in response to student interest.

Faculty
Gina Cullen, Rinetta Early, Caitlin Escobar, Bruce Furuya, Alexandra Magallanes-Rivera, Pamela Mize-Kurzman, Luz Moreno, Kristin Perrone, Byron Ramey, Karen Robinson, Rose Thompson, Toni Wittenmeier

Department Phone: (415) 485-9431
Disabled Students: (415) 485-9406

COUNSELING COURSES (COUN)

COUN 114: College Success Investigations
3.0 Units. 3 lecture hrs/wk. No prerequisite.
An in-depth guide to introduce students to the role of higher education in society and understanding their role within the academic community. The course focuses on the determination of personal and professional life goals, using a reflective model of decision-making that is applicable in a variety of situations over an individual’s lifespan. Topics include academic and career planning, study skills, team development, and self-understanding. (CSU/UC)

COUN 115: Planning for Success in College
1.0 Unit. 1 lecture hrs/wk. No prerequisite.
This course focuses on how to successfully prepare to transfer to UC, CSU, and private universities and colleges. Topics include developing an educational plan and selecting courses for transfer, admission criteria and the review process, choosing a college major, developing an effective personal statement, completing applications and use of internet resources. (CSU)

COUN 125: How to Study Effectively
1.0 Unit. 1 lecture hrs/wk. No prerequisite.
This course introduces students to proven study techniques, including assessing learning styles, time management, stress reduction, listening and lecture note taking, efficient textbook reading, preparing for exams, improving memory, and critical thinking and writing. (CSU)

COUN 125L: Effective Study Skills Lab
0.5 Unit. 1 lab hrs/wk. No prerequisite.
This course provides students the opportunity to assess their current study skills, and in the lab setting develop and practice proven study techniques in effective textbook reading, active listening, lecture note taking, exam preparation, memory and concentration improvement, and time budgeting. (CSU)
COUN 130: Career Life Skills Planning
3.0 Units. 1 lecture hrs/wk. No prerequisite.
This course focuses on the determination of personal and professional life goals using a reflective model of decision-making applicable in a variety of situations over an individual’s lifespan. Through a study of career decision making, students explore the impact of psycho-social, physical, and affective factors on their own cognitive processes. The course addresses workplace cultural pluralism, technological awareness, one’s role and impact in the workforce, choosing a college major, and changing jobs and career fields. (CSU) CSU Area E

COUN 133: Career Exploration
1.0 Unit. 1 lecture hrs/wk. No prerequisite.
This introductory course provides students with a practical approach to making career and educational decisions. Self-assessment inventories and assignments help students discover their interests, values, skills, lifestyle needs, and personality style, as it relates to career transition awareness, one’s role and impact in the workforce, choosing a college major, and changing jobs and career fields. (CSU) CSU Area E

COUN 133A: Career Exploration
0.5 Unit. 0.5 lecture hrs/wk. No prerequisite.
This short course introduces self-assessment including interests, skills, values, and personality style, as it relates to career transition and choosing a major. (CSU)

COURT REPORTING

The Court Reporting Program is designed for students interested in acquiring the skill necessary to secure employment as a verbatim reporter in our courts of law and legal and business offices.

Career Options
Convention Reporter, Court Reporter, Deposition Reporter, Freelance Reporter, Hearing Reporter

Department Phone: (415) 457-8811, Ext. 8226
The College of Marin Court Reporting Program is recognized by the Court Reporters Board of California. For information concerning the minimum requirements that a Court Reporting Program must meet in order to be recognized, contact The Court Reporters Board of California, 2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833. Phone: (916) 263-3660

A.S. IN COURT REPORTING, OCCUPATIONAL, LEGAL TRANSCRIPTION TECHNOLOGY OPTION
(Certificate of Achievement also awarded.)
The Legal Transcription Technology Option is offered only at the Indian Valley Campus. This curriculum offers students the opportunity to prepare for a career as a proofreader, scopist and/or transcript production technician for court reporters, medical or legal secretary, medical or legal transcriptionist, or text entry specialist. The courses also partially fulfill the Certified Shorthand Reporters Board requirements to qualify to take the State Certified Shorthand Reporters Examination. An Associate in Science degree in Court Reporting, Legal Transcription Technology, is earned by completing the courses listed below and the College of Marin graduation requirements. A Certificate of Achievement is awarded for satisfactory completion of all courses required for the major. Arrangements must be made by the student for the rental or purchase of a shorthand machine. The total length of time it takes to complete the machine shorthand skill requirements varies with each student.

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students must register for eight units of skill building classes each fall and spring semester, and four units in the summer session, to satisfy a Court Reporters Board of California regulation.</td>
<td></td>
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Fall Semester
| COUR | 110 | Theory of Machine Shorthand | 8 |
| COUR | 166 | Law Library Skills | 1.5 |
| COUR | 167 | Procedures and Ethics for the Court/Deposition Reporter | 1 |
| ENGL | 95* | Advanced Spelling | 1 |
| ENGL | 96* | Advanced Vocabulary | 1 |

Spring Semester
| COUR | 112 | Beginning Machine Shorthand Workshop: Level I | 4 |
| COUR | 115J | Beginning Machine Shorthand Jury Charge: Level II-J | 2 |
| COUR | 115T | Beginning Machine Shorthand Two-Voice: Level II-T | 2 |
| COUR | 169A | Computer-Aided Transcription | 2 |
| COUR | 170 | Microtranscription | 1 |
| ENGL | 98A* | Grammar and Usage | 1 |
| ENGL | 98B* | Sentence Structure and Punctuation | 1 |

Summer Session
| COUR | 115F | Beginning Machine Shorthand Four-Voice: Level II-F | 2 |
| COUR | 115S | Beginning Machine Shorthand Literary: Level II-S | 2 |

Fall Semester
<p>| COUR | 125F | Intermediate Machine Shorthand Four Voice: Level III-F | 2 |
| COUR | 125S | Intermediate Machine Shorthand Literary: Level III-S | 2 |</p>
<table>
<thead>
<tr>
<th>COUR</th>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td></td>
<td>125J</td>
<td>Intermediate Machine Shorthand Jury-Charge: Level III-J</td>
<td>2</td>
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<tr>
<td></td>
<td>125T</td>
<td>Intermediate Machine Shorthand Two-Voice: Level III-T</td>
<td>2</td>
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<tr>
<td></td>
<td>169B</td>
<td>Transcript Preparation/Formatting</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>169C</td>
<td>Computer Assisted Editing and Proofreading</td>
<td>.5</td>
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<tr>
<td></td>
<td>170</td>
<td>Microtranscription</td>
<td>1</td>
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<tr>
<td></td>
<td>165</td>
<td>Medical Terminology I</td>
<td>2</td>
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<td></td>
<td></td>
<td><strong>Spring Semester</strong></td>
<td></td>
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<tr>
<td></td>
<td>150J</td>
<td>Intermediate Machine Shorthand Jury-Charge: Level IV-J</td>
<td>2</td>
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<tr>
<td></td>
<td>150T</td>
<td>Intermediate Machine Shorthand Two Voice: Level IV-T</td>
<td>2</td>
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<tr>
<td></td>
<td>165</td>
<td>Legal Terminology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>166</td>
<td>Medical Terminology II</td>
<td>2</td>
</tr>
<tr>
<td></td>
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<td><strong>TOTAL UNITS</strong></td>
<td>51</td>
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</tbody>
</table>

*Applied toward the Certificate of Achievement only.

**A.S. IN COURT REPORTING, OCCUPATIONAL, CERTIFIED SHORTHAND REPORTER OPTION**  
(Certificate of Achievement also awarded)

The Certified Shorthand Reporter Option is offered only at the Indian Valley Campus. This program in conjunction with the academic courses required for the Machine Shorthand Option will fulfill the Certified Shorthand Reporters Board requirements to qualify to take the State Certified Shorthand Reporters Examination. An Associate in Science degree in Court Reporting, Certified Shorthand Reporters Option, is earned by completing the courses listed below, the academic courses required for the Machine Shorthand Option, and the College of Marin graduation requirements. A Certificate of Achievement is awarded for satisfactory completion of all courses required for the major. The total length of time it takes to complete the machine shorthand skill requirements varies with each student.

**PREREQUISITES**  
Completion of: Court Reporting 110, 112, 115FJST, 125FJST, 150JT, 165, 166, 167, 169A, 169B, 169C, 170; English 95*, 96*, 98AB*; Medical Assisting 165, 166.  
*Applied toward the Certificate of Achievement only.

**REQUIREMENTS**  
Students must earn a letter grade in order to progress to the next skill level. Students must also register for eight units of skill building classes each semester to satisfy a Court Reporters Board of California regulation.

**Spring Semester**

<table>
<thead>
<tr>
<th>COUR</th>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td></td>
<td>150J</td>
<td>Intermediate Machine Shorthand Jury-Charge: Level IV-J</td>
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<tr>
<td></td>
<td>150S</td>
<td>Intermediate Machine Shorthand Literary: Level IV-S</td>
<td>2</td>
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<tr>
<td></td>
<td>175J</td>
<td>Intermediate Machine Shorthand Jury Charge: Level V-J</td>
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<tr>
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<td>175T</td>
<td>Intermediate Machine Shorthand Two Voice: Level V-T</td>
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<td></td>
<td></td>
<td><strong>Summer Session</strong></td>
<td></td>
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<tr>
<td></td>
<td>175F</td>
<td>Intermediate Machine Shorthand Four-Voice: Level V-F</td>
<td>2</td>
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<td></td>
<td>175S</td>
<td>Intermediate Machine Shorthand Literary: Level V-S</td>
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<td></td>
<td></td>
<td><strong>Fall Semester</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>210A</td>
<td>Advanced Machine Shorthand 5-Minute Four-Voice: Level VII-A</td>
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<td></td>
<td>141</td>
<td>Intermediate Business English</td>
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<tr>
<td></td>
<td>282A</td>
<td>CSR/RPR Exam Preparation: Legal</td>
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<td><strong>Spring Semester</strong></td>
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<tr>
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<td>210B</td>
<td>Advanced Machine Shorthand 7.5-Minute Four-Voice: Level VII-B</td>
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<tr>
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<td>282B</td>
<td>CSR/RPR Exam Preparation: Specialized Test Strategy/Terminology</td>
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<td></td>
<td>298B</td>
<td>Occupational Work Experience</td>
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<td><strong>Summer Session</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>210C</td>
<td>Advanced Machine Shorthand 10-Minute Four-Voice: Level VII-C</td>
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<tr>
<td></td>
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<td><strong>TOTAL UNITS</strong></td>
<td>42</td>
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</table>

**COUR REPORTING COURSES (COUR)**

**COUR 110: Theory of Machine Shorthand**  
8.0 Units. 5 lecture and 9 lab hrs/wk. Prerequisite: Ability to type 30 words-per-minute.  
The theory and operation of the stenotype machine. This course develops knowledge of stenotype theory, machine dexterity, fluent stoking and reading of stenotype notes, and the ability to take dictation between 60 and 80 wpm for three minutes with better than 90% accuracy. Students are required to provide their own stenotype machine. (CSU)

**COUR 112: Beginning Machine Shorthand Workshop: Level I**  
4.0 Units. 2.5 lecture and 4.5 lab hrs/wk. Repeat: 3. Prerequisite: COUR 110. Corequisites: COUR 115J and 115T.  
Students complete the machine shorthand theory textbook. This course concludes the new stenotype theory principles; develops stenotype machine dexterity, improves fluent reading of stenotype notes and the ability to take dictation at 75 wpm on 2-minute "Mandatory, Brief, and Phrase" tests and 3-minute unfamiliar Literary material with at least 90% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

**COUR 115F: Beginning Machine Shorthand Four-Voice: Level II-F**  
2.0 Units. 1.25 lecture, 1.25 lab and 1 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 112. Total of eight units of machine shorthand required.  
This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 100 wpm on 4-minute 4-Voice tests with at least 90% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

**COUR 115J: Beginning Machine Shorthand Jury Charge: Level II-J**  
2.0 Units. 1.25 lecture, 1.25 lab and 1 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 110. Total of eight units of machine shorthand required.  
This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 100 wpm on 4-minute Jury Charge tests with at least 90% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

**COUR 115S: Beginning Machine Shorthand Literary: Level II-S**  
2.0 Units. 1.25 lecture, 1.25 lab and 1 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 112. Total of eight units of machine shorthand required.  
This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 100 wpm on 4-minute Literary tests at least 92.5% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)
COUR 115T: Beginning Machine Shorthand Two-Voice: Level II-T
2.0 Units. 1.25 lecture, 1.25 lab and 1 TBA hrs/wk. Repeat: 3. Prerequisites: COUR 110. Total of eight units of machine shorthand required.
This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 100 wpm on 4-minute 2-Voice tests with at least 90% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 125F: Intermediate Machine Shorthand Four-Voice: Level III-F
2.0 Units. 1.25 lecture, 1.25 lab and 1 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 115F. Total of eight units of machine shorthand required.
This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 125 wpm on 5-minute 4-Voice tests with at least 97.5% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

2.0 Units. 1.25 lecture, 1.25 lab and 1 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 115J. Total of eight units of machine shorthand required.
This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 125 wpm on 5-minute Jury Charge tests with at least 95% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 125S: Intermediate Machine Shorthand Literary: Level III-S
2.0 Units. 1 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: COUR 115S. Total of eight units of machine shorthand required.
This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 125 wpm on 5-minute Literary tests with at least 95% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 125T: Intermediate Machine Shorthand Two-Voice: Level III-T
2.0 Units. 1 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: COUR 115T. Total of eight units of machine shorthand required.
This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 125 wpm on 5-minute 2-Voice tests with at least 98.2% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 150F: Intermediate Machine Shorthand Four-Voice: Level IV-F
2.0 Units. 1.25 lecture, 1.25 lab and 1 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 125F. Total of eight units of machine shorthand required.
This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 150 wpm on 7.5-minute 4-Voice tests with at least 97.5% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 150J: Intermediate Machine Shorthand Jury Charge: Level IV-J
2.0 Units. 1.25 lecture, 1.25 lab and 1 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 125J. Total of eight units of machine shorthand required.
This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 150 wpm on 5-minute Jury Charge tests with at least 95% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 150S: Intermediate Machine Shorthand Literary: Level IV-S
2.0 Units. 1.25 lecture, 1.25 lab and 1 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 125S. Total of eight units of machine shorthand required.
This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 150 wpm on 5-minute Literary tests with at least 95% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 150T: Intermediate Shorthand Two-Voice: Level IV-T
2.0 Units. 1.25 lecture, 1.25 lab and 1 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 125T. Total of eight units of machine shorthand required.
This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 150 wpm on 5-minute 2-Voice tests with at least 98.2% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 165: Legal Terminology
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This course covers general concepts of the law, including real and personal property, negligence and personal injury, contracts, wills, probate and domestic relations, corporate law, insurance, criminal law and equity; procedural law including trial procedures; subpoenas, depositions, appellate procedures; and the structure of the judicial system. Designed for either the legal secretary or the verbatim reporter. Field trips may include the courthouse, law library, jails and prisons. (CSU)
COUR 166: Law Library Skills
1.5 Units. 1.5 lecture hrs/wk. No prerequisite.
This course is designed primarily for court reporting and prelaw students and legal secretaries, but is open to all. It introduces students to law libraries as a unique resource of our legal system. Students explore the basic organization and tools of a law library in the forms of court case reports and other judicial and administrative decisions; state, federal, and local legislation; legal encyclopedias, periodicals and summaries; and citations, abbreviations, and terms used in relation to these tools. Includes field trips to the law library, and may include field trips to courthouses, jails and prisons. (CSU)

COUR 167: Procedures and Ethics for the Court/Deposition/CART Reporter
1.0 Unit. 1 lecture hrs/wk. No prerequisite.
This course explores the career opportunities in court, deposition, and CART reporting, concentrating on the ethics and procedures inherent to these careers. Field trips may include courthouses and deposition agencies. (CSU)

COUR 169A: Computer-Aided Transcription
2.0 Units. 2 lecture hrs/wk. Prerequisite: COUR 110. Corequisite: COUR 170.
Student develop knowledge and skill in the use of a computer-aided transcription system. Introduction of the computerized stenotype machine, computer editing, printing, real-time reporting, and multimedia technology in the court reporting industry are emphasized. (CSU)

COUR 169B: Transcript Preparation/Formatting
1.0 Unit. 1 lecture hrs/wk. No prerequisite. Corequisite: COUR 170.
This course emphasizes the transcription of the verbatim record of depositions, hearings, and judicial proceedings with word processing and/or court reporting software. (CSU)

COUR 169C: Computer Assisted Editing and Proofreading
0.5 Unit. 1 lecture hrs/wk. Prerequisite: COUR 169A. Corequisite: COUR 170.
Prepares students to perform editing and proofreading functions for court reporters using CAT software. Includes an introduction to Communication Access Realtime Translation (CART) applications. Instruction is a combination of lecture, demonstration on the computer, class discussion, and individual practice sessions. (CSU)

COUR 169D: Stenocaptioning I
1.0 Unit. 3 lab hrs/wk. Repeat: 3. Prerequisite: COUR 169A or 169C.
This course concentrates on developing the skill and knowledge necessary to write a conflict-free stenographic reporting method to provide instantanous translation with at least 95% accuracy. (CSU)

COUR 170: Microtranscription
1.0 Unit. 3 lab hrs/wk. Repeat: 3. No prerequisite. Corequisite: COUR 169A or 169B or 169C.
Open lab: students complete assignments to develop their personal stenotype-to-English translation dictionaries. Jury charge, four-voice, question and answer, technical, and medical material are emphasized. (CSU)

COUR 175F: Intermediate Machine Shorthand Four-Voice: Level V-F
2.0 Units. 1.25 lecture, 1.25 lab and 1 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 150F. Total of eight units of machine shorthand required.
This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 175 wpm on 10-minute 4-Voice tests with at least 97.5% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 175J: Intermediate Machine Shorthand Jury Charge: Level V-J
2.0 Units. 1.25 lecture, 1.25 lab and 1 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 150J. Total of eight units of machine shorthand required.
This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 175 wpm on 5-minute Jury Charge tests with at least 95% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 175S: Intermediate Machine Shorthand Literary: Level V-S
2.0 Units. 1.25 lecture, 1.25 lab and 1 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 150S. Total of eight units of machine shorthand required.
This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 175 wpm on 5-minute Literary tests with at least 95% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 175T: Intermediate Machine Shorthand Two-Voice: Level V-T
2.0 Units. 1.25 lecture, 1.25 lab and 1 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 150T. Total of eight units of machine shorthand required.
This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 175 wpm on 5-minute 2-Voice tests with at least 97.5% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 210A: Advanced Machine Shorthand Five Minute Four-Voice: Level VII-A
8.0 Units. 5 lecture, 5 lab and 4 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 175F. Total of eight units of machine shorthand required.
This course develops stenotype machine dexterity; improves fluent reading of stenotype notes, the ability to take dictation at 200 wpm on 5-minute unfamiliar 4-Voice tests and 5-minute unfamiliar 2-Voice tests with at least 97.5% accuracy and the ability to take dictation at 200 wpm on 5-minute Jury Charge tests with at least 95% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)
COUR 210B: Advanced Machine Shorthand Seven and One-Half Minute Four-Voice: Level VII-B
8.0 Units. 5 lecture, 5 lab and 4 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 175F. Total of eight units of machine shorthand required.
This course develops stenotype machine dexterity; improves fluent reading of stenotype notes, the ability to take dictation at 200 wpm on 7.5-minute unfamiliar 4-Voice tests and 5-minute unfamiliar 2-Voice tests with at least 97.5% accuracy and the ability to take dictation at 200 wpm on 5-minute Jury Charge tests with at least 95% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 210C: Advanced Machine Shorthand Ten Minute Four-Voice: Level VII-C
8.0 Units. 5 lecture, 5 lab and 4 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 175F. Total of eight units of machine shorthand required.
This course develops stenotype machine dexterity; improves fluent reading of stenotype notes, the ability to take dictation at 200 wpm on 10-minute unfamiliar 4-Voice tests and 5-minute unfamiliar 2-Voice tests with at least 97.5% accuracy, the ability to take dictation at 200 wpm on 5-minute Jury Charge tests with at least 95% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 225J: Advanced Machine Shorthand Five Minute Jury Charge: Level VIII-J
8.0 Units. 5 lecture, 5 lab and 4 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 175F and 175J. Total of eight units of machine shorthand required.
This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 225 wpm on 5-minute unfamiliar Jury Charge tests with at least 95% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 225S: Advanced Machine Shorthand Five Minute Literary: Level VIII-S
8.0 Units. 5 lecture, 5 lab and 4 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 175F and 175S. Total of eight units of machine shorthand required.
This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 200 wpm on 5-minute unfamiliar Literary tests with at least 95% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 225T: Advanced Machine Shorthand Five Minute Two-Voice: Level VIII-T
8.0 Units. 5 lecture, 5 lab and 4 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 175F and 175T. Total of eight units of machine shorthand required.
This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 225 wpm on 5-minute unfamiliar 2-Voice tests with at least 95% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 282A: CSR/RPR Exam Preparation - Legal
1.0 Unit. 1 lecture hrs/wk. No prerequisite.
This course is a comprehensive review of legal terminology, court structure, basic legal principles, and applicable code sections in preparation for the Certified Shorthand Reporter and the Registered Professional Reporter examinations. Field trips may include the courthouse, law library, jails and prisons. (CSU)

COUR 282B: CSR/RPR Exam Preparation - Test Strategy and Specialized Terminologies
1.0 Unit. 1 lecture hrs/wk. No prerequisite.
This course is a comprehensive review of test strategy and specialized terminologies in preparation for the Certified Shorthand Reporter and the Registered Professional Reporter examinations. (CSU)

DANCE
As well as developing high levels of physical and mental skills, dance provides a means to express creatively the personal side of our nature. Through its study students gain an understanding and appreciation of dance as an art form whether their goal be a career in dance or the sheer pleasure of movement.

Career Options
Choreographer, Commercial Theater Dancer, Composer, Concert Dancer, Costumer, Dance Critic, Dance Teacher, Dance Therapist, Night Club Entertainer, Notator, Reconstructor, Recreation Leader, Stage/Theater Designer, Studio Worker, Television Producer

Faculty
David Jones, Kristi Kuhn, Sandi Weldon
Department Phone: (415) 485-9315

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

A.A. IN DANCE
The A.A. degree prepares students for transfer into a four-year dance major or performing arts program. It serves as basic preparation for professional performance and/or teaching careers, as well as being a springboard into further study of other dance-related areas.

Technique Courses
The following requirements are the minimum. The student is advised to take as many technique courses as possible in order to develop the highest skill level in any of the styles.

Requirements

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>Nine technique courses are required for the major, distributed as follows, achieving a minimum of 18.5 units.</td>
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<tr>
<td>Ballet, two different courses from:</td>
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<tr>
<td>DANC 126A Beginning Ballet Fundamentals</td>
<td>1.5</td>
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<tr>
<td>DANC 126B Beginning Ballet</td>
<td>1.5</td>
</tr>
<tr>
<td>DANC 126C Intermediate Beginning Ballet</td>
<td>1.5</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
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<td>------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>DANC 108</td>
<td>Dance History: Dancing - The Pleasure, Power, and Art of Movement</td>
</tr>
<tr>
<td>DANC 109A</td>
<td>Conditioning, Injury Prevention and Technique Analysis</td>
</tr>
<tr>
<td>DANC 109B</td>
<td>Conditioning, Injury Prevention and Technique Analysis</td>
</tr>
<tr>
<td>DANC 111</td>
<td>Hip Hop</td>
</tr>
<tr>
<td>DANC 111A</td>
<td>Introduction to Hip Hop</td>
</tr>
<tr>
<td>DANC 112</td>
<td>Dancing in America</td>
</tr>
<tr>
<td>DANC 117</td>
<td>Dancercise</td>
</tr>
</tbody>
</table>

**DANCE COURSES (DANC)**

**DANC 108:** Dance History: Dancing - The Pleasure, Power, and Art of Movement  
3.0 Units. 3 lecture hrs/wk. No prerequisite.  
This course covers the major theatrical traditions as well as dance as a social, cultural and religious expression. It describes dance history and anthropology from six continents and highlights the important ways in which dance functions in human societies. The course focuses on dance as an expression of social order and power, as classical art, as a medium of cultural fusion, and as an expression of individual artists. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

**DANC 109A:** Conditioning, Injury Prevention and Technique Analysis  
2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite.  
This class emphasizes alignment, placement, strength, injury prevention, and efficient joint articulation through non-impact floor, barre, and other non- and low-impact dance conditioning methods. Muscle and skeletal terminology and basic ballet terminology are introduced. Technique analysis allows time for instructor and student to work one-on-one to assess and address movement issues. (CSU/UC) CSU Area E

**DANC 109B:** Conditioning, Injury Prevention and Technique Analysis  
2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite.  
This continuation of Dance 109A includes technique analysis, allowing instructor and student to work one-on-one to correct important technical issues. Activities emphasize alignment, placement, strength, injury prevention, and efficient joint articulation through the use of floor, barre, and other low-impact dance conditioning methods. Appropriate for those actively dancing or those returning to dance after an injury or period of inactivity. (CSU/UC) CSU Area E

**DANC 111:** Hip Hop  
1.5 Units. 1 lecture and 2 lab hrs/wk. Repeat: 3. No prerequisite.  
This class introduces hip-hop choreography with the use of isolations, techniques, and movement combinations derived from current and recent popular hip-hop music. The class teaches rhythm, musicality, coordination, and hip-hop choreography. Historical elements of this dance form are also covered. (CSU) AA/AS Area H

**DANC 111A:** Introduction to Hip Hop  
1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite.  
This class introduces hip-hop choreography with the use of isolations, techniques, and movement combinations derived from current and recent popular hip-hop music, emphasizing rhythm, musicality and coordination. Historical elements of this dance form are also covered. (CSU) AA/AS Area H

**DANC 112:** Dancing in America  
1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite.  
An introduction to the basic skills of a variety of dance styles indigenous to America to be selected from such forms as street dance, ballroom, movement games, jazz, and tap. Two or three of these forms will be selected per semester for examination of their historical and socio-cultural backgrounds, movement theory, and execution of technique and style. (CSU/UC) AA/AS Area H

**DANC 117:** Dancercise  
1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite.  
This course promotes total fitness through dance, rhythmic movement, aerobics, strengthening and relaxation exercises, yoga, and Pilates. The pulse-monitored program is structured to produce metabolic efficiency and increase energy, endurance, strength, and flexibility through an introduction of a variety of dance styles including Latin, hip hop, swing, jazz, modern, and disco. (CSU/UC) AA/AS Area H
DANC 119: African-Haitian Dance
1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite.
This course includes skills in African-Haitian dance based on the technique of Katherine Dunham, emphasizing development of rhythmic awareness through barre and floor progressions. Movement phases are based upon authentic dances from Africa and the Caribbean Islands. Participants learn to use their body parts polynomially and in isolation. The history and the culture of the people are also studied. (CSU/UC) AA/AS Area H, CSU Area E

DANC 121: Popular Dance Styles
1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite.
This class enhances beginning students’ skill in mastering popular dance styles of the twentieth century. Exploring the technical basis of these styles fosters understanding and appreciation of the emergence of popular dance in the last century. (CSU/UC) AA/AS Area H, CSU Area E

DANC 122A: Introduction to Jazz Dance
2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite.
A basic introduction to jazz dance, emphasizing movement exercises involving rhythmic sequences. Fundamental elements of jazz dance technique, as well as early historical influences, are explored. (CSU/UC) AA/AS Area H, CSU Area E

DANC 123A: Intermediate Jazz Dance
2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite.
An intermediate course in jazz dance, emphasizing movement exercises involving rhythmic sequences. Fundamental elements of jazz dance technique, as well as early historical influences, are explored. (CSU/UC) AA/AS Area H, CSU Area E

DANC 126A: Ballet Fundamentals
1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite.
Beginning ballet with exercises for body awareness and alignment, flexibility, balance, strength, and stamina. Center floor work with basic adagio and allegro movements, jumps and turns. References to different national styles and ballet history. (CSU) AA/AS Area H, CSU Area E

DANC 126B: Beginning Ballet
1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite. Advisory: Dance 126A.
A continuing course in beginning ballet, emphasizing arm placement. Includes exercises for body awareness and alignment, flexibility, balance, strength, and stamina. Center floor work with basic adagio and allegro movements, jumps and turns. References to different national styles and ballet history. (CSU/UC) AA/AS Area H, CSU Area E

DANC 126C: Intermediate Beginning Ballet
1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite. Advisory: Dance 126B.
This beginning ballet class continues from Dance 126B, emphasizing arm positions, placement and carriage. Includes exercises for body awareness, alignment, flexibility, balance, strength, and stamina. Center floor work with basic adagio and allegro movements, jumps and turns. References to different national styles and ballet history. (CSU/UC) AA/AS Area H, CSU Area E

DANC 126D: Advanced Beginning Ballet
1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite. Advisory: Dance 126C.
This beginning ballet class continues from Dance 126C, emphasizing the standing leg. Includes exercises for body awareness, alignment, flexibility, balance, strength and stamina. Center floor work with basic adagio and allegro movements, jumps and turns. References to national styles and ballet history. (CSU/UC) AA/AS Area H, CSU Area E

DANC 128A: Beginning Intermediate Ballet
2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite. Advisory: Dance 128A.
This course provides beginning intermediate ballet students with continued training in ballet technique, emphasizing proper body alignment, increased flexibility and fluidity. Includes study of the Russian ballet innovators of the mid-19th and early 20th centuries. (CSU/UC) AA/AS Area H, CSU Area E

DANC 128B: Intermediate Ballet
2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite. Advisory: Dance 128A.
Intermediate ballet technique, emphasizing body alignment and placement, foot articulation, leg rotation, port de bras. Attention to the linkage of steps, quality of individual movements, and principles of artistic expression. (CSU/UC) AA/AS Area H, CSU Area E

DANC 130A: Beginning Modern Dance Fundamentals
1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite.
This beginning modern dance course explores positioning, alignment, and centering as they apply to balance, turns, elevations, and movement in and through space. Examines a variety of movement qualities, rhythms, and phrasing as well as space-time energy concepts. (CSU/UC) AA/AS Area H, CSU Area E

DANC 130B: Modern Dance I
1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite. Advisory: Dance 130A.
Beginning modern dance technique. Continued emphasis on positioning, alignment, and centering as they apply to balance, turns, elevations, and movement in and through space. Examines a variety of movement qualities, rhythms, and phrasing as well as space-time energy concepts. (CSU/UC) AA/AS Area H, CSU Area E

DANC 130C: Intermediate Beginning Modern Dance
1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite. Advisory: Dance 130B.
This continuation of beginning modern dance technique reinforces fundamentals and emphasizes placement and alignment of the body. Further development of knowledge, skills, and abilities for beginning levels of modern dance. (CSU) AA/AS Area H

DANC 130D: Advanced Beginning Modern Dance
1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite. Advisory: Dance 130C.
This course, the last of four beginning-level modern dance courses, focuses on the technical skills required to move to a beginning-intermediate level of modern dance, and provides further development of skills and knowledge. (CSU) AA/AS Area H

DANC 132: Musical Theatre
1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite.
The study and practice of a variety of dance styles from musical theatre such as jazz, soft shoe, vaudeville, chorus line, ethnic dance,
and ballroom dance. Explores the integration of music, dance and acting that is characteristic of musical theatre. Broadway musicals are studied in groups, duets, or solos. Includes acting, vocal training, audition techniques, basic dance steps and terminology, and choreography. (CSU/UC) AA/AS Area H, CSU Area E

DANC 133A: Beginning Intermediate Modern Dance
2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite. Advisory: Dance 130D. This beginning intermediate modern dance technique course further develops students' ability to use the body as an instrument of expression, emphasizing performance skills and techniques of specific modern dance styles. (CSU) AA/AS Area H

DANC 133B: Intermediate Modern Dance
2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite. Advisory: Dance 130D. Intermediate modern technique, adding falls and sight reading of simple movement phrases to skills developed in beginning modern dance. Continued emphasis on alignment, centering, balance and sensitivity to space-time-energy in movement. (CSU/UC) AA/AS Area H, CSU Area E

DANC 135: The Art of Choreography I
2.5 Units. 2 lecture and 2 lab hrs/wk. Repeat: 3. No prerequisite. The craft of choreography, its ingredients and tools. Discussion and exploration of form, content, design, and the elements of time, space, and energy. Examination of shapes, texture, focus, dynamics, rhythm, and phrasing. (CSU/UC) AA/AS Area H, CSU Area E

DANC 142A: Beginning Tap Dance
1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite. This course familiarizes students with the theory, terminology, history, and technique of tap dancing and tap notation. It includes footwork, progressions, patterns, and movement combinations which are developed into dances using a variety of tap styles including Latin, Rhythm Tap, Irish, Soft Shoe, American, and Buck and Wing. (CSU/UC) AA/AS Area H, CSU Area E

DANC 160A: Introduction to Dance Performance Skills
1.0 Unit. 3 lab hrs/wk. Repeat: 3. No prerequisite. Basic skills of rehearsal and performance. Development of projection, stage presence, mastering stage space and artistic expression. Students perform in and/or choreograph for group, small groups, duet or solo pieces which are presented in a studio venue. (CSU) AA/AS Area H

DANC 160B: Introduction to Dance Performance Skills
1.0 Unit. 3 lab hrs/wk. Repeat: 3. No prerequisite. Basic skills of rehearsal and performance. Development of projection, stage presence, mastering stage space and artistic expression. Students perform in and/or choreograph for group, small groups, duet or solo pieces which are presented in a studio venue. (CSU) AA/AS Area H

DANC 161: Beginning Ballroom Dance
1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite. Fundamentals of ballroom dance. Students learn the basics of such dances as the cha cha, fox-trot, waltz, salsa, and swing. Includes discussion of the origins and development of these dances and their contribution to the dance world. (CSU/UC) AA/AS Area H

DANC 170: Summer Intensive: Workshop in Broadway Dance I
1.5 Units. 1.125 lecture and 2.25 lab hrs/wk. No prerequisite. Three lecture and six laboratory hours weekly for six weeks during the summer. An intensive workshop focusing on a comparative analysis of the styles of Broadway dances from the past to the present. (CSU/UC) AA/AS Area H

DANC 171: Summer Intensive: Workshop in Broadway Dance II
1.5 Units. 1.125 lecture and 2.25 lab hrs/wk. No prerequisite. Advisory: Dance 170. An intensive workshop focusing on the historical social sources which shaped Broadway dances with emphasis on learning to utilize these sources as a means of becoming an expressive interpreter of the art. (CSU/UC) AA/AS Area H

DANC 172: Summer Intensive: Contemporary Dance Workshop I
1.5 Units. 1.125 lecture and 2.25 lab hrs/wk. No prerequisite. An intensive workshop experience focusing on movement, improvisation, and composition as related to the contemporary period. Beginning to intermediate level. (CSU/UC) AA/AS Area H

DANC 173: Summer Intensive: Contemporary Dance Workshop II
1.5 Units. 2.25 lecture and 3.375 lab hrs/wk. No prerequisite. Advisory: Dance 172. A continuation of the skills developed in Dance 172, this intensive workshop focuses on movement, improvisation, and composition as related to the contemporary period. Intermediate to advanced level. (CSU/UC) AA/AS Area H

DANC 175: Summer Intensive: Workshop in Classical Performance II
1.5 Units. 1.125 lecture and 2.25 lab hrs/wk. Repeat: 3. No prerequisite. Advisory: Dance 126. This intermediate workshop requires intermediate- to advanced-level classical movement skills. Emphasizes theatrical focus and projection as they relate to performance. (CSU/UC) AA/AS Area H

DANC 227A: Beginning Advanced Ballet
2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite. Advisory: Dance 128B. Advanced ballet technique and vocabulary, emphasizing fluidity of movement and integration of the physical, mental and emotional skills that create the total dancer. (CSU/UC) AA/AS Area H, CSU Area E

DANC 227B: Advanced Ballet
2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite. Advisory: Dance 227A. Advanced ballet technique and vocabulary, integrating technique, artistry, strength and flexibility. Special emphasis on half-point work both at the barre and in the center. (CSU/UC) AA/AS Area H, CSU Area E
DANC 233A:  Beginning Advanced Modern Dance
2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite. Advisory: Dance 133B.
This course emphasizes increasing technical proficiency, improving anatomical awareness and developing a deeper understanding of the skills and principles of various modern dance techniques. (CSU) AA/AS Area H

DANC 233B:  Advanced Modern Dance
2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite. Advisory: Dance 233A.
Advanced modern dance technique, focusing on centering and energy flow as they function in alignment, turns, falls, extensions, elevations and movements through space. Emphasizes trust of the uniqueness of one's own movement expression. (CSU/UC) AA/AS Area H, CSU Area E

DANC 241ABCD:  Dance Company
2-5 Units. 6-15 lab hrs/wk. Repeat: 3. Prerequisite: Audition required.
Students rehearse and perform faculty choreography in a formal concert (predetermined number of scheduled performances). Focus on technique, choreographic phrasing, artistry, and performance presence. (CSU/UC) AA/AS Area H

DENTAL ASSISTING: REGISTERED

This program combines the technical knowledge and skills required to function successfully as a chairside dental assistant with the essential aspects of office procedures. The expanded functions that are required for state licensure are taught to clinical proficiency.

Career Options
Dental Assisting in Dental Clinics, Dental Assisting in Hospitals or Correctional Facilities, Dental Assisting in Private Dental Offices, Dental Office Management, Dental Receptionist, Dental Insurance Auditor, Dental Product Sales, Dental Assisting Instructor

Kathleen Rooney, Program Coordinator
Department Phone: (415) 485-9319
FAX: (415) 485-9328

A.S. IN DENTAL ASSISTING: REGISTERED
(Certificate of Achievement also awarded.)
The Registered Dental Assisting Program is offered only at the Indian Valley Campus. It is a sequential program leading to an Associate in Science degree and a Certificate of Achievement.

Graduates are eligible to sit for the State Registered Dental Assistant Licensure Examinations, which requires mandatory live-scan fingerprinting. Graduates are also eligible for the Dental Assisting National Board Examination.

Students must maintain a C grade or higher in all courses to earn their Certificate of Completion, a requirement of the Commission on Accreditation.

College of Marin’s courses in Registered Dental Assisting, in addition to fulfilling the College of Marin graduation requirements, will award an Associate in Science degree. These courses will transfer toward a Bachelor’s degree in Health Science at California State Universities (see a counselor or Director of Dental Assisting for more details.)

Required:
1. Completion of English 98 or English 98SL with a grade of C or higher, or completion of a college-level English course with a grade of C or higher.
2. High school diploma or equivalent.
3. Applicants must be 18 years or older, which is a state requirement to operate dental radiation equipment.

Advisory:
1. English 116 or higher; may be taken concurrently during the program.

Program Application Procedure:
1. Applicants must complete English Requirement (see above).
2. Applicants must contact the Dental Assisting Department for availability and assistance in the selection of classes to be admitted to the program.
3. Applicants must file an application for admission with the College of Marin Office of Admissions and Records.

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<th>First Semester</th>
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<tr>
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<td>Dental Science I</td>
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<tr>
<td>DENT 174</td>
<td>Dental Materials: Lecture</td>
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<td>DENT 174L</td>
<td>Dental Materials Application Lab</td>
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<tr>
<td>DENT 176</td>
<td>Dental Morphology, Histology, and Recordings</td>
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<td>DENT 176L</td>
<td>Dental Morphology, Histology, and Recordings Lab</td>
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<td>DENT 180</td>
<td>Chairside I</td>
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<td>DENT 180L</td>
<td>Chairside I Lab</td>
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<td>DENT 182</td>
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<tr>
<td>DENT 178</td>
<td>Dental Science II</td>
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<tr>
<td>DENT 183</td>
<td>Advanced Dental Procedures</td>
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<td>DENT 183L</td>
<td>Advanced Dental Procedures Lab</td>
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<tr>
<td>DENT 184</td>
<td>Chairside Procedures II</td>
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<td>Chairside Procedures II Lab</td>
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<td>DENT 186</td>
<td>Clinical Dental Radiology</td>
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<td>DENT 186L</td>
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<tr>
<td>DENT 187</td>
<td>Dental Assisting Clinical/Technique Practicum</td>
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<td>DENT 188</td>
<td>Clinical Application: Chairside Clinical and Operative Procedures</td>
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<td>DENT 190</td>
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<tr>
<td>DENT 192</td>
<td>Clinical Applications in Dental Offices</td>
</tr>
<tr>
<td>DENT 192A</td>
<td>Pit and Fissure Sealants</td>
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<tr>
<td>DENT 192AL</td>
<td>Pit and Fissure Sealants Lab</td>
</tr>
</tbody>
</table>

TOTAL UNITS 38

Notes:
1. The above courses may be taken in two years. Only those students completing all dental assisting requirements of a semester may advance to the following semester.
2. Courses must be taken in the semester as indicated in the career program section above.
3. Current CPR (cardiopulmonary resuscitation). Two out of the three Hepatitis B vaccinations, Tetanus vaccinations, and TB testing must be completed by the end of the Fall semester prior to
student participation in internships at dental clinics or externships in dental offices.

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 Certificate of Achievement program. Skills Certificates require less than 18 units and are shorter in duration than the Certificate of Achievement.

The Skills Certificate provides the student with knowledge of the fundamental language/skill necessary for dental courses.

Radiology Safety Skills Certificate
Successful completion of Dental Assisting 182, 182L, 186 and 186L will earn the student a Radiology Certificate approved by the Board of Dental Examiners under the Department of Consumer Affairs administered by the Committee on Dental Auxiliaries. This certificate is a prerequisite to be eligible to sit for the State Registered Dental Assistant licensure examination and a copy of the certificate is issued to the Committee on Dental Auxiliaries. Records of participants must be maintained for five years.

This certificate allows the individual to expose dental radiographs on patients within the private dental office or dental clinic. No individual is allowed to expose dental radiographs without this certificate in the State of California.

REQUIREMENTS

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<thead>
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Coronal Polish Skills Certificates
Successful completion of Dental Assisting 183 and 183L will earn the student a Coronal Polish Certificate. This course is approved by the Board of Dental Examiners under the Department of Consumer Affairs administered by the Committee on Dental Auxiliaries and is a prerequisite to be eligible to sit for the State Registered Dental Assistant licensure examination. The original certificate is issued to the Committee on Dental Auxiliaries. Records of participants must be maintained for five years.

This certificate allows the individual to polish dentition under the direct supervision of a dentist in the private dental office or dental clinic.

REQUIREMENTS

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<thead>
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<td>DENT 183L Advanced Dental Procedures Lab</td>
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Ultrasonic Scaling Skills Certificate
Successful completion of Dental Assisting 183 and 183L will earn the student a certificate in ultrasonic scaler usage in an orthodontic setting.

This course is approved by the Board of Dental Examiners under the Department of Consumer Affairs administered through the Committee on Dental Auxiliaries. The original certificate is issued to the Committee on Dental Auxiliaries. Records of participants must be maintained for five years.

This certificate allows the individual to use an ultrasonic scaler to remove excess supragingival cement around orthodontic bands in a private dental office or dental clinic under direct supervision of a dentist.

REQUIREMENTS

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</table>

Pit and Fissure Sealants Skills Certificate
Successful completion of Dental Assisting 192A and 192AL will earn the student a certificate in Pit and Fissure Sealants. This course is approved by the Board of Dental Examiners under the Department of Consumer Affairs administered by the Committee on Dental Auxiliaries. A copy of the certificate is sent to the Committee on Dental Auxiliaries. Records of participants must be maintained for five years.

This certificate allows the individual to prepare the teeth by etching and apply the sealant that protects the dentition from dental decay in a private dental office or dental clinic under the direct supervision of a dentist.

REQUIREMENTS

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<thead>
<tr>
<th>REQUIREMENTS</th>
<th>UNITS</th>
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<tr>
<td>DENT 192A Pit and Fissure Sealants</td>
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<tr>
<td>DENT 192AL Pit and Fissure Sealants Lab</td>
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Infection Control Skills Certificate
Successful completion of Dental Assisting 101 and 101L will earn the student a certificate in Dental Sterilization. This course will train the student to decontaminate, sterilize or process dental instruments and dental equipment to meet OSHA standards and EPA on Infection Control. Students who complete this course can become employed in a private dental office or clinic as a Sterilization Assistant.

REQUIREMENTS

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<tr>
<td>DENT 101 Introduction to Dental Sterilization</td>
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<tr>
<td>DENT 101L Introduction to Dental Sterilization Lab</td>
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DENTAL ASSISTING COURSES (DENT)

DENT 100: Introduction to Health Careers
2.0 Units. 2 lecture hrs/wk. No prerequisite. Can be taken as DENT 100, MEDA 100, or NE 100; credit awarded for only one course.

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 learn about qualifications and professional preparation needed for various careers, and analyze the roles and responsibilities in today’s health care environment. The course is designed to help students develop realistic career goals, and to give an appreciation of how the current health care delivery system is influencing individual health professional roles and responsibilities.

DENT 101: Introduction to Dental Sterilization
0.5 Unit. 0.5 lecture hrs/wk. Repeat: 3. No prerequisite. Corequisite: DENT 101L. Advisory: ENGL 98 or 98SL.

Community dentists require sterilization assistants to be trained in disinfection and sterilization procedures in compliance with strict State OSHA Standards for infection control, hazardous communication and waste management. This course provides the student with entry-level knowledge of these standards, and also covers basic dental terminology and dental charting. (CSU)
DENT 101L: Introduction to Dental Sterilization Lab
0.5 Unit. 1.5 lab hrs/wk. Repeat: 3. No prerequisite. Corequisite: DENT 101.
Community dentists require sterilization assistants to be trained in disinfection and sterilization procedures in compliance with strict State OSHA Standards for infection control, hazard communication and waste management. This lab course provides the opportunity for the student to demonstrate and practice disinfection, sterilization procedures and dental charting. (CSU)

DENT 172: Dental Science I
4.0 Units. 4 lecture hrs/wk. Prerequisite: ENGL 92 or ESL 83 or sufficient score on English Placement Test.
This course instructs students in human anatomy, histology, and physiology as these relate to the head, neck, and body systems in dentistry. The course introduces microbiology as it relates to the control of infection and disease to include methods of sterilization and disinfection within the dental environment. (CSU)

DENT 174: Dental Materials: Lecture
2.0 Units. 2 lecture hrs/wk. Prerequisite: ENGL 92 or ESL 83 or sufficient score on English Placement Test; and DENT 176 or concurrent enrollment. Corequisite: DENT 174L.
An introduction to the physical and chemical properties of dental materials such as dental gypsums, alginate, cements, waxes, and acrylic materials. The preparation, placement and removal of provisional restorations as allowed by the State Dental Practice Act is included. The course also covers the assistant’s role in the preparation, manipulation and delivery during composite/bonding and fixed prosthodontic procedures. (CSU)

DENT 174L: Dental Materials Application Lab
1.0 Unit. 3 lab hrs/wk. Prerequisite: ENGL 92 or ESL 83 or sufficient score on English Placement Test; and DENT 176 or concurrent enrollment. Corequisite: DENT 174.
This lab covers the applications of dental materials to include placement of temporary sedative restorations and placements of cement bases and liners. Taking, pouring, and trimming of preliminary impression materials; fabricating temporary crowns and restorations; preparing final impression materials; and assisting in composite/bonding and crown/bridge dental procedures. (CSU)

DENT 176: Dental Morphology, Histology, and Recordings
2.0 Units. 2 lecture hrs/wk. Prerequisite: ENGL 92 or ESL 83 or sufficient score on English Placement Test. Corequisite: DENT 176L.
This course presents dental terminology as it relates to tooth morphology and histology, charting, tooth nomenclature systems, cavity classifications, patient’s vital signs, oral examination, diagnosis, and treatment planning. (CSU)

DENT 176L: Dental Morphology, Histology and Recordings Lab
1.0 Unit. 3 lab hrs/wk. Prerequisite: ENGL 92 or ESL 83 or sufficient score on English Placement Test. Corequisite: DENT 176.
Student identify permanent and primary dentition, indicating nomenclature, location and function; differentiate normal tooth anatomy from oral lesions; and demonstrate the ability to record dental charting, perform oral examinations, and take vital signs as part of the patient’s dental record. (CSU)

DENT 178: Dental Science II
3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 92 or ESL 83 or sufficient score on English Placement Test. Advisory: ENGL 98 or 98SL.
This course covers oral pathology, preventive dentistry, nutrition, medical emergencies, pharmacology, and special needs patients as they relate to dentistry. Applied psychology and communication skills with dental patients and coworkers are explored. (CSU)

DENT 180: Chairside I
2.0 Units. 2 lecture hrs/wk. Prerequisites: DENT 176 or concurrent enrollment, and ENGL 92 or ESL 83 or sufficient score on English Placement Test. Corequisite: DENT 180L.
This course covers the use and care of dental equipment; identification, application, and distribution of dental hand instruments and rotary instruments; pre set tray set-ups and their sequence of use; four-handed dentistry techniques; and preparation for chairside assisting in a clinical setting. (CSU)

DENT 180L: Chairside I Lab
1.0 Unit. 3 lab hrs/wk. Prerequisites: DENT 176 or concurrent enrollment, and ENGL 92 or ESL 83 or sufficient score on English Placement Test. Corequisite: DENT 180.
Under the direct supervision of an instructor, students prepare the dental operatory, prepare the pre set tray, and identify hand and rotary instruments for given procedures. Application of rubber dams, matrix retainers, topical anesthetic, and provisional restorations as allowed and listed in the California State Practice Act. Also covers the assistant’s role in amalgam, composite, and endodontic procedures. (CSU)

DENT 182: Dental Radiology
1.0 Unit. 1 lecture hrs/wk. Prerequisite: DENT 176 or concurrent enrollment, and ENGL 92 or ESL 83 or sufficient score on English Placement Test. Corequisite: DENT 182L.
This introductory course presents information and background on the production and projection of dental radiographs. Covers properties and principles of dental radiation and techniques, including bisecting the angle, paralleling, occlusal, disto-oblique, and distal buccal object rules. Identification of normal dental anatomy, patient management, radiation biology, protection, and quality assurance. (CSU)

DENT 182L: Dental Radiology Lab
1.0 Unit. 3 lab hrs/wk. Prerequisite: DENT 176 or concurrent enrollment, and ENGL 92 or ESL 83 or sufficient score on English Placement Test. Corequisite: DENT 182.
This course provides hands-on experience to expose, process, mount and evaluate dental radiographs for diagnostic purposes. Covers the use of dental radiography equipment, darkroom techniques, patient management, and radiographic exposure techniques such as bisecting the angle, paralleling, occlusal, disto-oblique and buccal-object
DENT 183: Advanced Dental Procedures
1.0 Unit. 1 lecture hrs/wk. Prerequisite: DENT 180. Corequisite: DENT 183L.
This course covers basic knowledge for coronal polishing, topical fluorides, bleaching tray fabrication and ultrasonic scaler cement removal. Upon successful completion of this course, students earn their Radiation Safety Certificate for coronal polish and ultrasonic scaler for cement removal. (CSU)

DENT 183L: Advanced Dental Procedures Lab
0.5 Unit. 1.5 lab hrs/wk. No prerequisite. Corequisite: DENT 183.
Students perform and evaluate a coronal polish procedure on a teaching manikin before performing the procedure on three patients. The final clinical patient is evaluated by a licensed dentist or dental hygienist. Students apply topical fluoride on patients and fabricate a custom bleaching tray. Also covers the use of ultrasonic scaler cement removal. (CSU)

DENT 184: Chairside Procedures II
4.0 Units. 4 lecture hrs/wk. Prerequisite: DENT 180. Corequisite: DENT 184L.
This course provides entry-level knowledge of dental specialties such as surgical endodontics, orthodontics, periodontics, oral surgery and implants, removable prosthodontics, and pediatric dentistry. It also covers the role of the dental assistant with nitrous oxide conscious sedation, and registered dental assisting, legal functions according to the State Dental Practice Act. (CSU)

DENT 184L: Chairside Procedures II Lab
1.0 Unit. 3 lab hrs/wk. Prerequisites: DENT 176 and 180. Corequisite: DENT 184.
This lab provides students with pre-clinical, hands-on practice of legal registered dental assisting functions in the field of surgical endodontics, orthodontics, periodontics, oral surgery, removable prosthetics and pediatric dentistry. The course also covers the role of the dental assistant in nitrous oxide conscious sedation. (CSU)

DENT 186: Clinical Dental Radiology
1.0 Unit. 1 lecture hrs/wk. Prerequisite: DENT 182. Students must be at least 18 years old. Corequisite: DENT 186L.
This course provides instruction in methods of exposure and evaluation of diagnostic quality dental x-rays on patients. Students learn to distinguish normal dental anatomy from dental anomalies. Instruction includes methodology for exposing intra-oral digital and extra-oral panoramic dental radiographs. Upon completion of this course and the lab, students earn their Radiation Safety Certificate for the State of California. (CSU)

DENT 186L: Clinical Dental Radiology Lab
0.5 Unit. 1.5 lab hrs/wk. Prerequisite: DENT 182. Must be at least 18 years old. Corequisite: DENT 186.
This course provides hands-on instruction for exposing intra- and extra-oral dental radiographs on patients. It also covers the legal parameters with regard to the patient’s records according to HIPAA standards. Upon completion of DENT 186 and 186L, students earn their Radiation Safety Certificate for the State of California. (CSU)

DENT 187: Dental Assisting Clinical/Technique Practicum
1.0 Unit. 3 lab hrs/wk. Prerequisite: DENT 174, 180, and 182.
A clinical practicum to provide individual self-study practice for specific dental assisting skills such as exposing, processing and mounting dental radiographs; taking study model impressions, pouring and trimming models; taking bite registration; fabricating provisional crowns; placing temporary restorations; fabricating bleaching trays and mouth guards under the supervision of an instructor. (CSU)

DENT 188: Clinical Applications: Chairside Clinical Operative Procedures
6.0 Units. 1 lecture and 15 lab hrs/wk. Repeat: 1. Prerequisite: DENT 174 and 180. Students must have CPR, Hepatitis B, tetanus vaccinations and TB testing before going to the dental school. One weekly lecture/seminar and 262.5 off-campus hours.
Clinical practice utilizing Four-Handed Dentistry at chairside, including extended functions in general dentistry delegated to the dental assistant and registered dental assistant by the State Dental Practice Act in private dental offices and clinics. Weekly seminars are held to discuss student progress and provide instruction and suggestions for student improvement. (CSU)

DENT 190: Dental Practice Management and Economics
1.0 Unit. 1 lecture hrs/wk. Prerequisite: High school diploma or equivalent. Corequisite: DENT 190L. Advisory: ENGL 92 or ESL 83 or sufficient score on English Placement Test.
A dental office management course designed to develop basic skills and background in all phases of dental reception functions and office management procedures, including computer management, oral and written communication, bookkeeping skills, case presentation and financial arrangements, collection techniques, insurance processing, banking procedures, computing salaries and small business tax records, inventory control and job seeking skills. Also covers legal parameters of the State Dental Practice Act with regard to dental auxiliaries and HIPAA Patient Privacy Regulations. (CSU)

DENT 190L: Dental Practice Management and Economics Lab
1.0 Unit. 3 lab hrs/wk. Prerequisite: High school diploma or equivalent. Corequisite: DENT 190. Advisory: ENGL 92 or ESL 83 or sufficient score on English Placement Test.
This lab course, designed to develop basic skills and background in all phases of dental reception and office management, includes computer management, oral and written communication, bookkeeping skills, case presentation and financial arrangements, collection techniques, insurance processing, banking procedures, computing payroll, small business tax records, inventory control and job seeking skills. Also covers legal parameters of the State Dental Practice Act with regard to dental auxiliaries and HIPAA Patient Privacy Regulations. (CSU)

DENT 192: Clinical Applications in Dental Offices
2.0 Units. 6 lab hrs/wk. Prerequisite: DENT 183 and 186. Corequisite: DENT 192A. Advisory: ENGL 98 or 98SL. Four lecture and twenty four laboratory hours weekly for four weeks during the summer session.
This course is designed to give students meaningful participation in a dental office or clinic in order to understand and apply the Dental
Assisting chairside skills needed in the dental industry under the direct supervision of the dental staff. The one-hour weekly seminar provides the students the opportunity to present dental office case management journals and observations, discuss perceptions and apply or improve assisting skills to their internship. (CSU)

DENT 192A: Pit and Fissure Sealants
0.5 Unit. 0.5 lab hrs/wk. Prerequisite: DENT 176. Corequisites: DENT 192 and 192AL. Advisory: ENGL 98 or 98SL. Two lecture hours weekly for four weeks during the summer session.

This course is designed to give students knowledge in the application of pit and fissure sealants on patients. This course partially satisfies the State Dental Board to earn a Certificate in Pit and Fissure Sealants. (CSU)

DENT 192AL: Pit and Fissure Sealants Lab
0.5 Unit. 1.5 lab hrs/wk. Prerequisite: DENT 183 and current CPR Certificate. Corequisite: DENT 192 and 192A. Advisory: ENGL 98 or 98SL.

This course is designed to give students knowledge and meaningful participation in the application of pit and fissure sealants on patients. This lab course partially satisfies the State Dental Board requirements for a Certificate in Pit and Fissure Sealants. (CSU)

DRAMA

The Drama Program offers a variety of major productions on the main stage and in the studio theater. Students receive college-level credit for participating in all aspects of production including acting as well as the various facets of technical theater such as sets, costumes, properties, lighting and sound. Additionally, there is a thriving Drama Club that sponsors student productions and events as well as an active Brown Bag Theater series that offers lunch hour programs, including student-directed productions.

Career Options
Actor/Actress, Advertising Representative, Broadcast Technician, Business Agent, Casting Director, Choreographer, Comedian, Community Cultural Program Director, Costume Designer, Critic, Director, Dramatic Coach, Extra, Fundraiser, Hair Stylist, Lighting Operator, Makeup Artist, Mime, Playwright, Press Agent, Producer, Prop Maker, Public Affairs Director, Radio/TV Announcer, Recreation Specialist, Sales Representative, Set Builder, Set Carpenter, Set Designer, Set Painter, Sound Technician, Stage Manager, Stage Technician, Stunt Performer, Teacher, Theater Business Manager

Faculty
Lisa Morse, William Allen Taylor
Department Phone: (415) 485-9555

Transfer

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

A.A. IN DRAMA

The drama major is offered only at the Kentfield Campus. The Drama Department gives students experience in writing, performing, designing and constructing sets, as well as in costume and makeup.

It is an interdisciplinary program involving dance, art, music, and the English disciplines. Students in the program may transfer to four-year institutions or go into television and professional theatre groups.

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<td>DRAM 150</td>
<td>Introduction to Stagecraft</td>
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<td>DRAM 252B</td>
<td>Seminar and Fieldwork Experience B</td>
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<td>Survey of Dramatic Literature – Ancient Greek to the Present</td>
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<td>DRAM 117</td>
<td>Survey of Dramatic Literature – Shakespeare and His Theatre</td>
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<td>Production Preparation – Sets and Properties</td>
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<td>Production Preparation – Costumes and Hair</td>
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<td>Production Preparation – Lights and Sound</td>
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<td>DRAM 164</td>
<td>Production Crew</td>
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<td>DRAM 166</td>
<td>Stage Makeup: Theory and Practice</td>
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<td>DRAM 168</td>
<td>Theatre Management</td>
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<td>DRAM 126</td>
<td>Improvisation for the Theatre</td>
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<td>DRAM 130</td>
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<td>DRAM 134</td>
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<td>DRAM 137</td>
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<td>DRAM 237</td>
<td>Techniques of Audition</td>
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<td>DRAM 240</td>
<td>Directing for the Stage</td>
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<td>DRAM 125</td>
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<td>DRAM 129</td>
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<td>DANC 132</td>
<td>Musical Theatre</td>
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<td>MUS 181</td>
<td>Voice I</td>
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<td>TOTAL UNITS</td>
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DRAMA COURSES (DRAM)

DRAM 110: Introduction to the Theatre
3.0 Units. 3 lecture hrs/wk. No prerequisite.
A survey course designed to foster appreciation for the theatre by the student not majoring in drama, and an orientation course for the drama major. Topics include the purpose of theatre, significant milestones in theatre history, a behind-the-scenes look at play production, and trends in contemporary theatre. Lectures are combined with viewing of live and videotaped scenes representing different types of theatre. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

DRAM 116: Survey of Dramatic Literature: Ancient Greek to the Present
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This course surveys the history of the theatre and dramatic literature from the Greek classical period to the present. Recommended for drama majors. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B
DRAM 117: Survey of Dramatic Literature: Shakespeare and His Theatre
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This course examines selected plays of Shakespeare, emphasizing the transference of the play from the written script to the stage. Recommended for drama majors. (CSU/UC) AA/AS Area C

DRAM 125: Stage Movement
2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite.
The study and practice of the art of physical theatre. Laban, Michael Chekov, Suzuki, character construction, improvisatory movement, mask work, psychological gesture, and other techniques are explored. This class addresses the need for mastery over the physical realm in theatre. Recommended for all actors and required for all theatre majors. (CSU/UC)

DRAM 126: Improvisation for the Theatre
3.0 Units. 3 lecture hrs/wk. No prerequisite.
A participatory class in which students practice skills necessary to support improvised performances. Students engage in activities that draw upon their ability to relax, concentrate, and respond spontaneously and honestly. The class calls upon and extends students' imagination, and provides opportunities to practice narrative skills. Includes public performances. (CSU/UC)

DRAM 127: Improvisation Performance
2.0 Units. 1 lecture and 4 lab hrs/wk. Repeat: 3. No prerequisite. Advisory: Drama 126.
In this course, students rehearse as an ensemble, develop performance skills, and perform improvisational theatre pieces. (CSU/UC)

DRAM 128: Improvisation II
3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: Drama 126.
This intermediate improvisation class, for students with prior improv experience, explores ensemble performance and different improv genres: narrative, long form, social commentary, and dramatic improv. (CSU/UC)

DRAM 129: Voice for the Stage
1.0 Unit. 2 lecture hrs/wk. No prerequisite. Advisory: Drama 130.
This class teaches students how to efficiently use the instrument that is their voice. Students explore various vocal techniques and look at differences in the British and American systems of voice acting. Recommended for all actors and required for all drama majors. (CSU)

DRAM 129A: Voice for the Stage I
1.0 Unit. 1 lecture hrs/wk. No prerequisite.
This class teaches students to efficiently use the instrument that is their voice. Students explore various vocal techniques and examine differences in the British and American systems of voice acting. Recommended for all actors and required for all drama majors. (CSU)

DRAM 129B: Voice for the Stage II
1.0 Unit. 1 lecture hrs/wk. No prerequisite. Advisory: Drama 129A.
This class offers a more intermediate/advanced approach to voice training, combining the techniques of Kristin Linklater and Cicely Barry, and applying them to the text of specific acting roles in the theatre. Recommended for all actors and required for all drama majors. (CSU)

DRAM 130: Theory and Practice in Acting I
3.0 Units. 3 lecture hrs/wk. No prerequisite. Corequisite: Drama 134.
Beginning class in acting techniques. Exercises in characterization, pantomime, improvisation, voice projection, and body movement. Required for drama majors. (CSU/UC)

DRAM 131: Theory and Practice in Acting II
3.0 Units. 3 lecture and 1 TBA hrs/wk. No prerequisite. Advisory: Drama 130 and 134.
This class emphasizes the creation and analysis of a character through intensive rehearsal of scenes. Recommended for drama majors. (CSU/UC)

DRAM 134: Acting for the Director's Workshop
0.5 Unit1.5 lab hrs/wk. Repeat: 3. No prerequisite.
Acting in student-directed scenes from Drama 240: Stage Direction. Audition, rehearsal and performance in student-directed scenes. (CSU/UC)

DRAM 137: Stage Combat
0.5 Unit1.5 lab hrs/wk. No prerequisite.
This class covers the history, theory and practice of the art of stage combat. Students learn a controlled simulated approach to performing punches, slaps, falls and choreographed sword work. For drama majors. (CSU)

DRAM 143: Storytelling and Personal Narratives
3.0 Units. 3 lecture hrs/wk. No prerequisite.
In this class, students conceive and perform original autobiographical stories in a workshop setting. Good for all levels, from early childhood educators to potential performing artists and monologists. (CSU)

DRAM 144: Comedy Theory and Technique
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This course introduces basic elements of theatrical comedy. Through the study, discussion, and practice of selected comic material, both historic and modern, students develop a variety of comedic stage techniques. (CSU/UC)

DRAM 150: Introduction to Stagecraft
3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: Drama 160.
Theory and practice in theatre production stagecraft. A study of all backstage principles of design, fabrication, materials and tools used in scenery, costumes, lighting and other stage properties. Includes vocabulary for theatrical elements allowing students to critically evaluate any and all theatrical productions. (CSU/UC) CSU Area C-1
DRAM 160: Production Stagecraft
1.0 Unit. 3 lab hrs/wk. Repeat: 3. No prerequisite. Advisory: Drama 150.
This general course in the practical aspects of stagecraft and production support includes set, properties and costume construction and organization; theatrical lighting; stage rigging; sound development; shop organization; and production office support. (CSU/UC) CSU Area C-1

DRAM 161: Production Preparation - Sets and Properties
1.0 Unit. 3 lab hrs/wk. Repeat: 3. Prerequisite: Drama 160.
Practical participation in the construction of scenery and properties for a staged production. (CSU/UC) CSU Area C-1

DRAM 162: Production Preparation - Costumes and Hair
1.0 Unit. 3 lab hrs/wk. Repeat: 3. Prerequisite: Drama 160.
Practical participation in the construction, care and maintenance of theatrical costumes and basic hair styling and wig care and maintenance for departmental productions. (CSU/UC)

DRAM 163: Production Preparation - Lights and Sound
1.0 Unit. 3 lab hrs/wk. Repeat: 3. Prerequisite: Drama 160.
A general course in the practical application of lighting and sound techniques for a departmental production. (CSU/UC)

DRAM 164: Production Crew
1.0 Unit. 0.5 lecture and 2.5 lab hrs/wk. Repeat: 3. No prerequisite. Advisory: Drama 150.
This course offers participation in a running crew for theatrical productions. Students are trained for crewing assignments such as lighting technician, sound technician, dresser, wardrobe mistress/master, backstage crew, properties management, assistant stage manager, and stage manager. (CSU/UC)

DRAM 166: Stage Makeup: Theory and Practice
1.0 Unit. 3 lab hrs/wk. Repeat: 3. No prerequisite.
Designed for students interested in the application of stage makeup, this course covers basic, old age, and character makeup for various-sized theatres. Also includes animals, fantasy, Kabuki, and Chinese opera. Students are required to purchase makeup supplies following instructor’s guidelines. (CSU/UC)

DRAM 217: Shakespearean Text Analysis for the Actor
2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite. Corequisite: Drama 245.
This class covers techniques for actors to analyze the text of a play by William Shakespeare, to prepare for the performance of a role in a Drama Department production. Focus on verse and prose speaking, discovery of character through the language and historical stylistic approach to the performance of Shakespeare on stage. (CSU/UC)

DRAM 230: Advanced Acting Techniques
3.0 Units. 3 lecture and 1 TBA hrs/wk. Prerequisite: Audition based upon a standardized level of performance.
This course, designed to further the student’s practical application in role preparation and performance techniques, emphasizes intensive preparation and analysis of major roles in selected scenes from plays of various types and periods. (CSU/UC)

DRAM 237: Techniques of Audition
0.5 Unit. 1.5 lab hrs/wk. Repeat: 3. Prerequisite: Drama 131 and audition.
A workshop for acting students, covering the techniques of the audition process and how to prepare for auditions, including memorizing monologues, cold reading from scripts, interview techniques, resume preparation, and finding a suitable monologue. (CSU)

DRAM 240: Directing for the Stage
3.0 Units. 3 lecture and 2 TBA hrs/wk. No prerequisite. Advisory: Drama 110, 130, and 134.
This class focuses on the transference of the written script into live action on the stage. Students learn fundamentals of script analysis, design concepts, casting, composition, blocking, actor-coaching, characterization, and rehearsal techniques as they relate to the play production process. (CSU/UC)

DRAM 245: Rehearsal and Performance
3.0 Units. 9 lab hrs/wk. Repeat: 3. Prerequisite: Audition based upon a standardized level of performance for College productions. Corequisite: Drama 160 or 161 or 162 or 163 or 164.
In this course, students act in the scheduled department production of a play. In addition, students are required to participate in the technical production areas covered by any of the corequisites, for a minimum of three weekly lab hours. (CSU/UC)

DRAM 246: Rehearsal and Performance of a Modern Comedy
3.0 Units. 9 lab hrs/wk. Repeat: 3. Prerequisite: Audition based upon a standardized level of performance for College productions. Corequisite: Drama 160 or 161 or 162 or 163 or 164.
In this course, students act in the scheduled department production of a modern comedy play. In addition, students are required to participate in the technical production areas covered by any of the corequisites, for a minimum of three weekly lab hours. (CSU/UC)

DRAM 252A: Seminar and Fieldwork Experience A
2.0 Units. 1 lecture and 4 lab hrs/wk. Repeat: 1. No prerequisite. Advisory: Drama 150 or 168 or 130.
This course is designed to give theater students meaningful work experience in the areas of technical theater, theater management, and performance. Each student works in a theater, theater company or production company under the supervision of someone employed there. In the weekly seminar, students receive lectures on various theater occupations and discuss the skill-set necessary for securing work in the theater. (CSU)

DRAM 252B: Seminar and Fieldwork Experience B
3.0 Units. 1 lecture and 8 lab hrs/wk. Repeat: 1. No prerequisite. Advisory: Drama 150 or 168 or 130.
This course is designed to give theater students meaningful work experience in the areas of technical theatre, theatre management, and performance. Each student works at a theatre company under the supervision of an artistic, technical or managerial employee of the theatre. In the weekly seminar, students receive lectures on various theatre occupations and discuss the skill-set necessary for securing work in the theatre. (CSU)
DRAM 252C: Seminar and Fieldwork Experience C
5.0 Units. 1 lecture and 12 lab hrs/wk. Repeat: 1. No prerequisite. Advisory: Drama 150 or 168 or 130.
This course is designed to give theatre students meaningful work experience in the areas of technical theatre, theatre management and performance. Each student works at a theatre company under the supervision of an artistic, technical or managerial employee of the theatre. In the weekly seminar, students receive lectures on various theatre occupations and discuss the skill-set necessary for securing work in the theatre. (CSU)

DRAM 260: Musical Theatre Production Workshop
3.0 Units. 9 lab hrs/wk. Repeat: 3. Prerequisite: Audition based upon a standardized level of performance for roles in College productions. Corequisite: Drama 160, 161, 162, 163, or 164.
This course involves acting, singing, and dancing/movement in the scheduled department production of a musical theatre play. Students also participate in the technical production areas of sets, lights, costumes, or crew. (CSU/UC) CSU Area C-1

EARLY CHILDHOOD EDUCATION

The Early Childhood Education Program is designed to prepare students to become teachers or directors in children's centers, nursery and preschools, prekindergartens, infant-toddler programs, employer-supported children's centers, extended day-care or family day-care programs.

Career Options
Teacher, Head Teacher, or Director of: Children’s Centers, Employer-Supported Children's Centers, Extended Day Programs, Family Day-Care Programs, Infant-Toddler Programs, Nursery and Preschools, Parent Cooperative Nursery Schools, Prekindergarten Programs

Faculty
Peggy Dodge - ECE Coordinator; Shaquam Edwards
Department Phone: (415) 485-9319

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

Note: All coursework applicable to Early Childhood Education degrees, certificates, licenses, and permits must be completed with a grade of C, P, CR or higher.

A.S.-T IN EARLY CHILDHOOD EDUCATION

The Associate in Science in Early Childhood Education for Transfer degree (AS-T) is primarily intended for the student who wants to earn a degree on the way to transferring to a California State University.

To complete the Associate in Science in Early Childhood Education for Transfer degree (AS-T), a student must:

1. Complete 60 semester units* or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

   - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
   - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

2. Earn a grade of C or better in all courses required for the major or area of emphasis. A “P” (Pass) grade is not an acceptable grade for courses in the major.

3. Obtain a minimum grade point average of 2.0.

*Please note: Up to three to six (3-6) units may be double-counted; no more than 60 semester units may be required.

REQUIREMENTS UNITS
Required Core Courses
ECE 110 Child Development 3
ECE 112 Child, Family, and Community 3
ECE 114 Principles and Practices of Teaching Young Children 3
ECE 115 Introduction to Early Childhood Curriculum 3
ECE 116 Observation and Assessment 3
ECE 280 ECE Fieldwork and Seminar I: Beginning Practicum 3
ECE 131 Health, Safety, and Nutrition Practices for Young Children 3
ECE 208 Teaching in a Diverse Society 3

TOTAL MAJOR UNITS 24

A.S. IN EARLY CHILDHOOD EDUCATION, OCCUPATIONAL
(Certificate of Achievement awarded. Skills Certificate in Early Childhood Education Core also awarded.)

To obtain an Associate in Science degree with a major in Early Childhood Education, students need to complete the required courses, as well as general education courses and graduation requirements. A Certificate of Achievement is also awarded (see “Early Childhood Education Certificate of Achievement Requirements”). In addition, a Skills Certificate is earned by satisfactory completion of the required courses. (See “Early Childhood Education Core Skills Certificate Requirements”.)

Students who wish to enter the Early Childhood Education Program are advised to call or contact the program coordinator. The coordinator will discuss options for beginning the program and for tailoring individual scheduling needs to the structure of the program. Students who are enrolling in the student teaching practicum courses must fill out an application and complete all forms required by the Early Childhood Education Student Teaching Program prior to beginning their student teaching placements.

REQUIREMENTS UNITS
Core Requirements:
PSY 114 The Psychology of Human Development: Lifespan+ 3
ECE 100 Licensing and Permits: Introduction to Childcare Programs .5
ECE 110 Child Development 3
ECE 112 Child, Family, and Community 3
ECE 114 Introduction to Early Childhood Education 3
ECE 115 Introduction to Early Childhood Curriculum 3
ECE 116 Observation and Assessment 3
ECE 131 Health, Safety and Nutrition Practices for Young Children 3
ECE 208 Exploring Cultural Diversity in the Early Childhood Classroom 3
ECE 222 Working with Special Needs Children in Early Childhood Settings 2
ECE 280 ECE Fieldwork and Seminar I: Beginning Practicum 3
ECE 281 ECE Fieldwork and Seminar II: Advanced Practicum 3
Two ECE Electives (choose from the following list):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ECE 101</td>
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<tr>
<td>ECE 133</td>
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<tr>
<td>ECE 135</td>
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<td>ECE 137</td>
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<td>ECE 205</td>
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<td>ECE 217</td>
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<td>ECE 218</td>
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<tr>
<td>ECE 220A</td>
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<td>ECE 220B</td>
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<td>ECE 224</td>
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<td>ECE 226</td>
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<tr>
<td>ECE 295</td>
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+ Also fulfills College of Marin graduation requirement and CSU transfer requirements, Areas D-9 or E.

**TOTAL UNITS MINIMUM OF 36.5**

### Early Childhood Education Certificate of Achievement

Upon completion of the Early Childhood Education Certificate of Achievement, a student would be academically eligible to apply for the Teacher level of the Child Development Permit issued by the Commission on Teacher Credentialing.

<table>
<thead>
<tr>
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<td>3</td>
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<tr>
<td>Or ENGL 120LSI Introduction to College Reading and Composition II - for Non-Native English Speakers</td>
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**SUBTOTAL UNITS 32.5**

And 10 General Education units, including:

- At least 3 units in Humanities or Fine Arts from the following:
  - Speech 128
  - Dance 121
  - Art 112
  - Spanish 101, 102
  - American Sign Language 101, 102

- At least 3 units in Math or Science from the following:
  - Geology 120, 120L
  - Physical Education 107 or Biology 107 (cross-listed)
  - Mathematics 101, 101AB, 101XY, 102G, 103, 103AB, 103XY, or 115
  - Statistics 115

And at least 4 units from the following:

- Speech 120, 128
- Dance 121
- Art 112
- Spanish 101, 102
- American Sign Language 101, 102
- Geology 120, 120L

- Mathematics 101, 101AB, 101XY, 102G, 103, 103AB, 103XY, or 115
- Statistics 115
- English 116, 150, 151, 155
- Physical Education 107 or Biology 107 (cross-listed)
- Political Science 100
- History 118

**TOTAL UNITS FOR CERTIFICATE OF ACHIEVEMENT 42.5**

### Skills Certificate

Skills Certificates are an acknowledgement that the student has attained a specified set of competencies within an occupational program. Skills Certificates may be part of a “ladder” of skills, beginning with job entry skills and leading to a full Certificate of Achievement 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 Certificate of Achievement.

### Early Childhood Education Core Skills Certificate

A student who has an Early Childhood Education Core Skills Certificate has completed 9-12 of the units required for the next level of certificate, the Certificate of Achievement in Early Childhood Education. A student who has completed the required courses for the Early Childhood Education Core Skills Certificate has met the coursework requirements of the Department of Social Services to be a teacher in a Title 22 preschool or children’s center. Upon completion of the Early Childhood Education Core Skills Certificate a student would be eligible to apply for the Associate Teacher level of the Child Development permit, issued by the Commission on Teacher Credentialing.

<table>
<thead>
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**TOTAL UNITS 12**

### Licensing Coursework Requirements:

The Department of Social Services requires that anyone working in a children’s program as a teacher have at least 12 semester units of coursework in early childhood education, with at least one course in each of the following three subject areas:

1. Child or Human Growth and Development (ECE 101 or 110)
2. Child, Family and Community, or Child-Family Relations (ECE 112)

*Recommended (Core) Courses for 12 ECE units. Only one of the recommended courses in Child Development is necessary. **ECE 280 and 281 may be counted as units in the Programs and Curriculum category or as 96 hours of experience, but not both.

### Child Development Permit Requirements:

The California Department of Education requires that anyone working in a children’s program subsidized by the Child Development Division obtain the appropriate permit from the California Commission on Teacher Credentialing.
**EARLY CHILDHOOD EDUCATION COURSES (ECE)**

**ECE 100: Licensing and Permits: Introduction to Childcare Programs**

0.5 Unit. 0.5 lecture hrs/wk. No prerequisite.

This course provides information regarding state requirements for being a teacher in a licensed children's program and for obtaining a Child Development Permit. Coursework requirements for the Associate of Science degree and Certificate of Achievement in Early Childhood Education are reviewed. Information about setting up a family childcare program is also included. This course is recommended for people wishing to learn about career options in ECE and for providers already working in the field. (CSU)

**ECE 101: Introduction to Child Development**

3.0 Units. 3 lecture hrs/wk. No prerequisite.

This introductory course explains the ages and stages of development from birth through adolescence, describing physical, intellectual, social and emotional growth. Emphasis is on the practical application of principles and the adult role in supporting optimal growth. This course meets the Department of Social Services licensing requirements for coursework in early childhood education. It also meets requirements for all levels of the Child Development Permit. (CSU)

**ECE 110: Child Development**

3.0 Units. 3 lecture hrs/wk. No prerequisite.

This course examines major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. Interactions between maturational processes and environmental factors are emphasized. While studying developmental theory and investigative research methodologies, students observe children, evaluate individual differences and analyze characteristics of development at various stages. The course meets Department of Social Services licensure requirements for coursework in ECE and Child Development Permits. (CSU/UC) AA/AS Area B, CSU Area D-7 and E, IGETC Area 4

**ECE 112: Child, Family, and Community**

3.0 Units. 3 lecture hrs/wk. No prerequisite.

This course examines the developing child in a societal context, focusing on the interrelationship of family, school and community, emphasizing historical and sociocultural factors. It highlights the processes of socialization and identity development, showing the importance of respectful, reciprocal relationships that support and empower families. The course is required by the Department of Social Services to satisfy licensure requirements for coursework in ECE and Child Development Permits. (CSU) AA/AS Area B, CSU Area D-7

**ECE 114: Principles and Practices of Teaching Young Children**

3.0 Units. 3 lecture hrs/wk. No prerequisite.

An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs and environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all children. Includes review of the historical roots of early childhood programs and the evolution of professional practices promoting advocacy, ethics and professional identity. (CSU)

**ECE 115: Introduction to Early Childhood Curriculum**

3.0 Units. 3 lecture hrs/wk. Prerequisite: ECE 101 or 110.

An overview of the knowledge and skills required to provide appropriate curriculum and environments for children from birth to age six. Students examine the teacher’s role in supporting development and engagement for all young children. The course provides strategies for developmentally-appropriate practices based on observation and assessments across the curriculum, including academic content areas; play, art and creativity; and development of social-emotional, communication, and cognitive skills. (CSU)
ECE 116: Observation and Assessment
3.0 Units. 3 lecture hrs/wk. Prerequisite: ECE 101 or 110.
This course focuses on the appropriate use of assessment and observation strategies that document development, growth, play and learning to join with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios and multiple assessment tools are explored. (CSU)

ECE 120: Planning and Teaching an After School Program
1.0 Unit. 1 lecture hrs/wk. No prerequisite.
This course includes age-appropriate activities for after school programs, aspects of after school care, and strategies for working with and understanding children in after school settings. (CSU)

ECE 131: Health, Safety, and Nutrition Practices for Young Children
3.0 Units. 3 lecture hrs/wk. No prerequisite.
Introduction to the laws, regulations, standards, policies, procedures and early childhood curriculum related to children's health, safety and nutrition. Key components ensuring physical and mental health and safety for both children and staff are identified, along with the importance of collaboration with families and health professionals. Certificates issued upon successful completion of Pediatric CPR and First Aid training components. (CSU)

ECE 132: Planning and Leading Circle Times with Young Children
1.0 Unit. 1 lecture hrs/wk. No prerequisite.
This course examines approaches for planning and leading circle times for preschoolers, toddlers, school-agers and mixed age groups. Features ideas for materials, songs and activities for large groups, and strategies for managing groups and guiding young children during circle times. The course can be applied towards licensing and Child Development Permit coursework requirements in the subject area of Programs and Curriculum. (CSU)

ECE 133: Creative Art Curriculum for Young Children
2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite.
In this course students learn how to plan, design and present a process-oriented art curriculum for young children. Through in-class hands-on art activities, students sample a variety of media for children. An overview of current trends in early art education is also included. (CSU)

ECE 134: Understanding Young Children's Temperaments
1.0 Unit. 1 lecture hrs/wk. No prerequisite.
This course provides information about how to work with children of different temperaments. It includes an examination of the different temperament types, an overview of research on temperament and children, how to recognize the different temperamental traits, and strategies and approaches for working successfully with young children of different temperamental types in group care and classroom settings. (CSU)

ECE 135: Working With Children's Challenging Behavior
2.0 Units. 2 lecture hrs/wk. No prerequisite.
In this course, students discuss descriptors and characteristics of challenging behavior of young children in early childhood classroom settings. Strategies and approaches for managing such behavior are featured. Methods for working with parents when their child displays challenging behavior and for locating outside help are also included. (CSU)

ECE 137: Emergent Literacy in the Early Childhood Classroom
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This course introduces students to developing early literacy curriculum that aligns with California Infant/Toddler and Preschool Learning Foundations and Frameworks. Includes methods for setting up a classroom and planning curriculum to foster the development of language and literacy skills. (CSU)

ECE 205: Integrated Curriculum and the Project Approach
3.0 Units. 3 lecture hrs/wk. Prerequisite: ECE 115. Advisory: ECE 114.
This course provides information, ideas, and hands-on experience in developing curriculum for young children that integrates activities across all areas of the curriculum--mathematics, language arts, science, art, music and movement. The course introduces the innovative project approach demonstrated in the preschools of Reggio Emilia, Italy. (CSU)

ECE 208: Teaching in a Diverse Society
3.0 Units. 3 lecture hrs/wk. No prerequisite.
Examination of the development of social identities in diverse societies, including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies are explored, emphasizing culturally and linguistically appropriate anti-bias approaches, supporting all children in becoming competent members of a diverse society. Includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling. (CSU)

ECE 217: Fostering Creativity in the Classroom
2.0 Units. 2 lecture hrs/wk. No prerequisite.
This course offers a variety of strategies and hands-on ideas for fostering creativity in young children. It examines aspects of creative thinking and provides methods for planning creative activities in all curriculum areas. (CSU)

ECE 218: Providing High-Quality Care for Infants and Toddlers
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This course provides principles and appropriate practices that build trusting relationships with infants and toddlers in small groups in the context of responsive, individualized caregiving. Students explore strategies that facilitate learning and development through play, in accordance with the California Infant/Toddler Learning
and Development Foundations and Guidelines. Room arrangement and appropriate materials are discussed, as well as how to maintain positive partnerships with children's families. (CSU)

ECE 220A: Early Childhood Education Administration A
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This course covers information and methods for developing, teaching, and administering a preschool program. Topics include a survey of types of preschool programs, how to staff and plan a budget for a preschool program, the role of an administrator, setting up preschool environments, and planning for children. The course can be applied toward the administration course requirement for the Site Supervisor and Program Director Child Development Permits. (CSU)

ECE 220B: Early Childhood Education Administration B
3.0 Units. 3 lecture hrs/wk. Prerequisite: ECE 220A or concurrent enrollment.
This course provides in-depth examination of early childhood program administration, including topics such as implementing regulation requirements; program assessment and evaluation; child assessments; effective leadership strategies; staff development, supervision and evaluation; nutrition programs; and developing parent partnerships. Administration of Title 5 and Title 22 childcare program requirements is also examined. The course can be applied toward credit needed for Site Supervisor and Program Director Child Development Permits. (CSU)

ECE 222: Working with Special Needs Children in Early Childhood Settings
2.0 Units. 2.25 lecture hrs/wk. No prerequisite.
Overview of children with special needs and the impact on families. Maximizing potential through education, support, legislative knowledge, curriculum adaptations, community resources, and career opportunities. Students identify and examine special needs in young children, review the current legislation and guidelines for working with children in early childhood classrooms, examine modalities of effective communication with parents of young children with special needs, and evaluate approaches for assisting special needs children in classroom routines. (CSU)

ECE 223: Music Activities for Young Children
1.0 Unit. 1.03125 lecture hrs/wk. No prerequisite.
Through a survey of teaching methods and hands-on music activities, this course enables students to develop a rich and enjoyable music program for young children, understand basic musical concepts, present culturally diverse music activities, and foster reading and math readiness through music. This course meets the Department of Social Services' requirement for coursework in the area of Programs and Curriculum. (CSU)

ECE 224: Working with Parents in Early Childhood Programs
2.0 Units. 2 lecture hrs/wk. No prerequisite.
This course includes approaches and techniques for working with parents in infant/toddler, preschool and extended day programs; strategies for planning and leading parent-teacher conferences; effective techniques for communicating with parents; and ideas for parent involvement in early childhood programs. (CSU)

ECE 225: Guidance and Limit-Setting in the Early Childhood Classroom
2.0 Units. 2 lecture hrs/wk. No prerequisite.
Strategies and approaches for guiding and setting limits with infants, toddlers, and preschoolers in classroom settings are presented and explored in this course. Also featured are methods for assisting young children in conflict resolution. (CSU)

ECE 239: Current Issues in Early Childhood Education
3.0 Units. No prerequisite. Hours will vary with selected topic.
Specialized and contemporary topics in ECE are the focus of this course. The subject matter varies with the needs and interests of the students. The course content meets educational requirements for Department of Social Services licensing and Child Development Permit attainment. (CSU)

ECE 260: Marin Childcare Conference and Follow-up One-Day Workshop
1.0 Unit. 1 lecture hrs/wk. Repeat: 3. No prerequisite.
Part I of this course is a day-long, 8-hour, off-campus conference for childcare providers and other interested parties. Participants may choose from mid-morning and afternoon workshops on current issues, trends, and policies in ECE. A keynote presentation is included. Part II consists of a one-day, on-campus workshop in which the instructor reviews and expands on topics presented in conference. (CSU)

ECE 261: Early Childhood Education Conference Course
0.5 Unit. 0.53125 lecture hrs/wk. Repeat: 3. No prerequisite.
This is a conference-format course. Topics and content vary. The course can be used to meet Professional Growth requirements for renewal of the Teacher, Master Teacher, Site Supervisor, or Director level of Child Development Permit issued by the California Commission on Teacher Credentialing. (CSU)

ECE 280: Early Childhood Education Fieldwork and Seminar I: Beginning Practicum
3.0 Units. 1 lecture and 6 lab hrs/wk. Prerequisite: ECE 115. Advisory: ECE 116. Other limitations on enrollment: evidence of physical exam and TB test within past 6 months and up-to-date immunization records; also must complete Criminal Record Clearance statement prior to fieldwork placement.
A demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered,
play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. (CSU)

ECE 281: Early Childhood Education Fieldwork and Seminar I: Advanced Practicum
3.0 Units. 1 lecture and 6 lab hrs/wk. Prerequisite: ECE 280. Other limitations on enrollment: evidence of physical exam and TB test from within the past 6 months and up-to-date immunization records; also must complete Criminal Record Clearance statement prior to fieldwork placement.

Advanced training in planning, preparing, implementing and evaluating various curriculum activities and techniques with young children in an early education and care settings. Integration of curriculum and documentation of individual children's competencies is emphasized. A seminar is included, in which students discuss teaching strategies and curriculum development techniques. Includes six hours weekly working directly with children in the campus Children's Centers or in California Early Childhood Mentor program classrooms. (CSU)

ECE 295: Supervising Adults in Early Childhood Programs
2.0 Units. 2 lecture hrs/wk. No prerequisite.

This course offers methods for working with, supervising, and training staff and student teachers in a childcare setting. Topics include an examination of effective supervisory styles, approaches for motivating staff, perspectives on staff members as adult learners, methods for evaluating and conferring with staff, and strategies for assisting staff in assessing their classroom, curriculum, and interactions with children. Recommended for teachers, head teachers, directors, and site supervisors who are currently supervising or wish to supervise staff or student teachers in their programs. (CSU)

**ECONOMICS**

Courses in economics provide students with a foundation of preparation for careers in business and government. Economists who work in business are expected to help their firms adapt to the changing environment. This typically involves short- and long-term economic forecasts of how changes in the economic environment will affect various aspects of business, such as marketing, purchasing, industrial relations, and finance. Most economists employed by the government are specialists in such fields as agriculture, labor, business, and international trade.

**Career Options**


**Faculty**

Norman Pacula
Department Phone: (415) 485-9630

**Transfer**

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

**ECONOMICS COURSES (ECON)**

**ECON 101: Principles of Macroeconomics**
3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisories: Eligibility for ENGL 120 and eligibility for Math 103. ECON 102 may be taken before ECON 101.

This introductory course provides a comprehensive overview of the economy as a whole by examining both long-run and short-run macroeconomic issues. Topics include scarcity, comparative economic systems, domestic output and national income, growth, unemployment, inflation, aggregate demand and supply. It also includes an examination of international trade, government stabilization policy, money and banking, and financial institutions. Students are exposed to both macroeconomic and to contemporary macroeconomic issues. Special emphasis is placed on developing economic tools and applying those tools to understanding contemporary issues. (CSU/UC) AA/AS Area B, CSU Area D-2, IGETC Area 4B

**ECON 102: Principles of Microeconomics**
3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisories: Eligibility for ENGL 120 and eligibility for Math 103. ECON 101 and ECON 102 may be taken in either order.

This course introduces microeconomic analysis and focuses on choices of individual economic decision-makers. Topics include the economic perspective, how markets work, market failures, consumers, producers and efficiency, businesses and costs of production in various market structures, gains from trade, and globalization. (CSU/UC) AA/AS Area B, CSU Area D-2, IGETC Area 4B

**ECON 125: Research Methods and Term Papers in Economics**
3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: Eligibility for ENGL 150. Can be taken as ECON 125, ETST 125, HIST 125, POLS 125, or SSC 125; credit awarded for only one course.

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. 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. (CSU/UC)
EDUCATION

Courses in this area provide students with an introduction to the field of public education and practical experience in literacy, curriculum planning, and classroom assessment. Courses include field placement in classrooms under the supervision of an experienced mentor teacher.

Faculty
Sandy Boyd
Department Phone: (415) 485-9630

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

Skills Certificates
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Education Skills Certificate
The Education Certificate indicates that the student has successfully completed foundation coursework in education, teaching and learning, and has gained experience working as a volunteer in a K-12 classroom.

ECON 215: Survey of Current Issues
3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as ECON 215, POLS 215, or SSC 215; credit awarded for only one course.
This course is an opportunity to critically examine and discuss significant world developments and to attempt to understand the sources of those developments. Student focus on issues of particular interest and share that information with the group. When possible, informed participants in world and national events meet with the class to share insights. (CSU)

EDUC 110: Introduction to Education
3.0 Units. 3 lecture hrs/wk. No prerequisite.
A foundation for understanding the public education system for those interested in teaching and learning, this course includes information about school governance, the nature of teaching as a profession, and the philosophies of education. (CSU/UC)

EDUC 111: Foundations of Teaching
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This course explores what it means to be a professional teacher in the current high-stakes environment of education. Building upon a strong mentoring approach, the course helps students make decisions about their teaching future by fostering an awareness of the realities of teaching in America today. Practical perspectives for meeting the challenges of teaching as well as practical and foundational topics provide students with a well-rounded view of the teaching profession. (CSU/UC)

ELECTRONICS TECHNOLOGY

Courses in this area provide a limited introduction to electronics and telecommunication technology. They are designed to equip the student with basic terminology, concepts, and some measurement and diagnostic skills.

Career Options

Department Phone: (415) 457-8811, Ext. 8200

ELECTRONICS TECHNOLOGY COURSES (ELEC)

ELEC 100: Fundamentals of Electronics
2.0 Units. 2 lecture hrs/wk. No prerequisite.
Introduction to principles, terminology, and measurements of electrical circuits and electronic systems. Behavior of DC and AC circuits and electronic devices with their applications in automotive, computer, communications, power distribution, and photovoltaic systems. (CSU)

ELEC 110: Solar Installation and Integration
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This introductory course is targeted to entry-level photovoltaic installers to provide a foundation of skills in trades involved in solar installation. It is separated into three distinct areas: electrical theory and practice, photovoltaic theory, and integration and building trade skills. (CSU)

ELEC 120: Electrical Fundamental and Alternative Energies
3.0 Units. 3 lecture hrs/wk. No prerequisite.
Introduction to the principles, terminology, and measurements of electrical circuits, and to the generation of power by solar photovoltaic, solar thermal, wind, hydrogen cells, and electric vehicles. Emphasis on the fundamentals of AC/DC circuits and their common uses. (CSU)
ELEC 200: Solar PV Design for Residential and Small Commercial
3.0 Units. 3 lecture hrs/wk. No prerequisite. Six lecture hours weekly for eight weeks.
Join the “rooftop revolution” with this introductory course for residential and small commercial owners and those wishing to gain jobs in the solar field. The course guides students through the steps to design and install a working PV system for your home or small commercial building, and qualifies students to take the National NABCEP (North American Board of Certified Energy Practitioners) Test. (CSU)

ELEC 290: Electric Vehicle Conversion and Hybrid Maintenance
3.0 Units. 2.5 lecture and 1.5 lab hrs/wk. Repeat: 3. No prerequisite. May be taken as ELEC 290 or ACRT 290; credit awarded for only one course.
This course covers hybrid maintenance, guiding students through the complete process of converting a vehicle from a gasoline engine to an electrically-powered engine. Through lecture and hands-on experience, students learn the principles behind good component layout, battery rack and box design, construction details, and electrical wiring. Additional topics include AC and DC drive systems, types of batteries, selecting the right chassis, transmission adapter housing design, and handling chargers and controllers. (CSU)

ENGINEERING
No profession has as many diverse specialties and applications as engineering. Few other professions offer the challenge, financial rewards, and opportunity to make a contribution to the betterment of our environment and standard of living as engineering.
There are many specialties in engineering, and within each area there are countless subdivisions. Our technology has grown so pervasive and complex that each facet of an engineering problem demands a specific type of training and expertise.

Career Options
Aerodynamicist, Agricultural Engineer, Ceramic Engineer, Chemical Engineer, Civil Engineer, Customer Service Representative, Designer, Drafter, Electrical Engineer, Electronics Engineer, Field Service Engineer, Industrial Engineer, Management Analyst, Marine Engineer, Materials Scheduler, Mechanical Engineer, Metallographer, Metallurgical Engineer, Mining Engineer, Nuclear Engineer, Operations Analyst, Petroleum Engineer, Production Manager, Project Director, Research Scientist, Safety Engineer, Sales Engineer, Surveyor, Systems Analyst, Technical Illustrator, Tester, Welding Technician

Faculty
Erik Dunnire
Department Phone: (415) 485-9510

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

Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CHEM</td>
<td>Introduction to Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>COMP</td>
<td>Introduction to Computers</td>
<td>1</td>
</tr>
<tr>
<td>ELEC</td>
<td>Fundamentals of Electronics</td>
<td>2</td>
</tr>
<tr>
<td>ENGG</td>
<td>Careers in Engineering and Technology</td>
<td>1</td>
</tr>
<tr>
<td>ENGG</td>
<td>Introductory Engineering Graphics</td>
<td>4</td>
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<tr>
<td>ENGG</td>
<td>Intermediate Engineering Graphics</td>
<td>2</td>
</tr>
<tr>
<td>ENGG</td>
<td>Programming in MATLAB for Engineers</td>
<td>4</td>
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<tr>
<td>ENGG</td>
<td>Construction Engineering: Materials and Methods II</td>
<td>3</td>
</tr>
<tr>
<td>ENGG</td>
<td>Practical Materials Science</td>
<td>3</td>
</tr>
<tr>
<td>ENGG</td>
<td>Practical Plane Surveying</td>
<td>3</td>
</tr>
<tr>
<td>MACH</td>
<td>Machine Technology I</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>Plane Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td></td>
<td>34</td>
</tr>
</tbody>
</table>

ENGINEERING COURSES (ENGG)

ENGG 110A: Introduction to the Engineering Profession
1.0 Unit. 1 lecture hrs/wk. No prerequisite.
An overview of the engineering profession, including a survey of career fields and a discussion of academic requirements at College of Marin and other institutions. The course aids students in developing career goals, academic plans, and personal success strategies. (CSU/UC)

ENGG 111: Computer Tools for Scientists and Engineers: Spreadsheets
1.0 Unit. 1 lecture hrs/wk. Prerequisite: Math 103 or 103AB or 103XY or sufficient score on the Math Assessment Test.
An introduction to computer tools and techniques useful for data analysis, problem solving, and communication in science and engineering coursework and professional activities. Students learn to use spreadsheet software to perform routine data analysis, including use of mathematical equations, statistical analysis, graphing, curve fitting, and a variety of numerical problem-solving techniques. (CSU)

ENGG 125: Introductory Engineering Graphics
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite.
This course introduces orthographic and perspective projections, helping the student develop 3D visualization design drawing skills. Students learn industry ANSI and ISO standards used in creating detail and assembly drawings. Auxiliary and section views, mechanical tolerancing and dimensioning are learned through extensive 2D CAD and solid 3D modeling with Inventor. Important teamwork skills are fostered through group projects and documentation of the entire design process. (CSU/UC)

ENGG 150: Programming in MATLAB for Engineers
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Math 123. May be taken as ENGG 150 or COMP 150; credit awarded for only one course.
Designed to meet computer programming requirements for engineering transfer students, this course utilizes the MATLAB environment to provide a working knowledge of computer-based problem-solving methods relevant to science and engineering, including programming and numerical analysis techniques. Students
outline, write, test, and debug computer programs to solve problems and display results, emphasizing proper documentation of computer code and reports. Common examples and applications of physics and engineering are used throughout the course. (CSU/UC)

**ENGG 220:** Electric Circuit Analysis
3.0 Units. 3 lecture hrs/wk. Prerequisites: PHYS 207B, and Math 224 or concurrent enrollment.
An introduction to the theory and analysis of electric circuits, including basic quantities and analytical techniques; network theorems and modeling; natural and forced responses of first- and second-order RLC circuits; AC circuit analysis and power calculations; and linear models of common devices such as transistors, operational amplifiers, and transformers. (CSU/UC)

**ENGG 220L:** Electric Circuits Lab
1.0 Unit. 3 lab hrs/wk. No prerequisite.
This optional lab to accompany ENGG 220 introduces electric measurements and laboratory instrumentation, as well as a practical verification of electrical circuit theory. Students build and analyze a variety of circuits, including Operational Amplifiers, and investigate first and second order transient response and AC steady state behavior. Students learn how to use oscilloscopes, multimeters, function generators, power supplies, and computer simulation tools to study electric circuits. (CSU/UC)

**ENGG 235:** Engineering Mechanics: Statics
3.0 Units. 3 lecture hrs/wk. Prerequisite: PHYS 207A, and Math 124 or concurrent enrollment.
An introduction for engineering students to applied vector mechanics of rigid bodies in static equilibrium. Students learn standard engineering techniques for the analysis of external and internal forces in structures, distributed force problems, friction, centroids, and moments of inertia. (CSU/UC)

**ENGG 245:** Engineering Materials Science
3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisites: CHEM 131 and PHYS 207A.
The internal structures and resulting behaviors of materials used in engineering applications (including metals, ceramics, polymers, and composites) are studied, emphasizing the effects of heat, stress, imperfections, and chemical environments. Laboratories provide direct observations of the structures and behaviors discussed in the course, experience with the operation of testing equipment, and the preparation of experimental reports. (CSU/UC)

**ENGLISH**
The essence of the English major involves the development of skills and techniques such as looking at language development and literature in-depth. This elicits the ability to analyze, to ascertain assumptions, to determine values, and to make intelligent judgments and decisions. For these reasons, a major in English would be appropriate for the professions of law, medicine, or industry.

**Career Options**
Advertising Copy Writer, Bookstore Manager/Staff, Continuity Writer, Editor, Foreign Service Officer, Freelance Writer, Fundraiser, Grant Writer, Interviewer, Journalist, Lawyer, Legislative Assistant, Librarian, Management Trainee, Media Specialist, News Analyst, Newspaper Reporter, Personnel Specialist, Public Information Officer, Publicity Director, Publishing Agent, Radio/TV Announcer, Reader, Research Assistant, Sales Representative, Scriptwriter, Speech Pathologist, Teacher, Technical Writer, Training Specialist

**Faculty**
Windee Cottle, Ingrid Kelly, David King, Alisa Klinger, Karen Koenig, Cara Kreit, Alicia (Meg) Pasquel, John Sutherland, Blaze Woodlief

**Department Phone:**
Kentfield Campus: (415) 485-9348
Indian Valley Campus: (415) 883-2211, Ext. 8326

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

**A.A.-T IN ENGLISH**
Associate in Arts in English for Transfer degree (AA-T)
The Associate in Arts in English for Transfer degree (AA-T) provides students with a solid basis for the continuing study of English, American and world literature and develops skills in critical thinking and writing. An English major is the foundation for careers requiring verbal proficiency, analytic skills, literary competence, insight, and the exercise of judgment.

To complete the Associate in Arts in English for Transfer degree (AA-T), a student must:

1. Complete 60 semester units* or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
   - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education - Breadth Requirements.
   - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

2. Earn a grade of C or better in all courses required for the major or area of emphasis. A “P” (Pass) grade is not an acceptable grade for courses in the major.

3. Obtain a minimum grade point average of 2.0.

*Please note: Up to 12 units may be double-counted; no more than 60 semester units may be required.

**Requirements**

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Core Course (4 units):</td>
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<tr>
<td>ENGL 151</td>
<td>Reading and Composition (1B)</td>
</tr>
<tr>
<td>List A - select two courses (6 units):</td>
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</tr>
<tr>
<td>ENGL 221A</td>
<td>Survey of American Literature I</td>
</tr>
<tr>
<td>ENGL 221B</td>
<td>Survey of American Literature II</td>
</tr>
<tr>
<td>ENGL 222</td>
<td>Survey of English Literature I</td>
</tr>
<tr>
<td>ENGL 223</td>
<td>Survey of English Literature II</td>
</tr>
<tr>
<td>ENGL 224</td>
<td>Survey of World Literature I</td>
</tr>
<tr>
<td>ENGL 225</td>
<td>Survey of World Literature II</td>
</tr>
<tr>
<td>List B - select two courses (6 units):</td>
<td></td>
</tr>
<tr>
<td>(Any course from List A not used above)</td>
<td>ENGL 202</td>
</tr>
</tbody>
</table>

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(Catalog 2013/2014, ENGLISH 131)
ENGL 212: Introduction to Poetry
ENGL 230: Survey of Shakespeare

List C - select one course (3 units):
(Any course from Lists A or B not used above)
ENGL 203: Creative Writing II
ENGL 208: Short Fiction
ENGL 214: The Popular Novel
ENGL 218: The American Short Story
ENGL 219: Voices and Visions
ENGL 235: Women in Literature
ENGL 237: The Literature of American Cultures
ENGL 240: Classic Children’s Literature
ENGL 242: Global Writings
JOUN 115: Reporting and Writing for Mainstream Media
BUS 144: Business Communication
HUM 100A: Introduction to Humanities: Ancient Greece to the Medieval Period
HUM 100B: Introduction to Humanities: Renaissance to the Modern Period
DRAM 110: Introduction to Theatre

TOTAL MAJOR UNITS 19

ENGLISH COURSES (ENGL)

English 130, 150, 151, 155: Letter grade only.
All other courses: Letter grade or pass/no pass.

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

The College of Marin offers an English assessment testing service to provide prospective students with information with which to make informed decisions when enrolling in English courses. Students are provided with their test scores. Students registering for English courses who need help in interpreting their individual placement test scores and/or in deciding whether to register for or remain enrolled in an English course can seek assistance from a counselor or their English instructor.

For information about the English Assessment Test, students can call the Testing Office at (415) 4859469 (located in the Student Services Building, Room 18, Kentfield Campus); or (415) 883-2211, ext. 8326 (located in Indian Valley Campus).

ENGLISH SKILLS COURSES (ENGL 010 through ENGL 097)
Please see College Skills category for department information.

ENGL 010: College Skills: Assessment and Improvement Strategies
1.0 Unit. 1 lecture hrs/wk. No prerequisite.
This course helps students develop a comprehensive understanding of their current strengths and weaknesses in the language skills necessary for college success. Complete diagnostic testing in reading, vocabulary, and writing is included, and various techniques and strategies are introduced so that each student knows what kind of work is necessary for improvement. Upon completion, students have a list of specific skills for further study, a realistic idea of current academic level, an understanding of campus resources available for in-depth skills development, and a set of strategies for continued language improvement.

ENGL 011: College Skills: Essential English for Exams
1.0 Unit. 1 lecture hrs/wk. No prerequisite.
This course focuses on the reading, thinking, and writing skills necessary to pass standardized English tests like the GED high school equivalency exam. Students receive instruction and practice in the four levels of thinking skills normally tested on these exams. Also, students learn how to spot grammar and organizational errors in written text, and how to plan and organize a 250-word essay from a given topic in order to pass the essay exams. Practice exams are given for the final. Non-GED candidates are welcome.

ENGL 012: College Skills: Reading and Thinking in Math
1.0 Unit. 1 lecture hrs/wk. No prerequisite.
This course is designed for those students who desire their GED diploma or to satisfy College of Marin graduation requirements but who have trouble in math. Students focus on the concepts behind math and begin to analyze the language and symbols of math, the thinking style that is required to do well in math, the benefits of mental calculations and estimating, and start to develop the habit of making math make sense in real life situations.

ENGL 013: College Skills: Participating in Class
1.0 Unit. 1 lecture hrs/wk. No prerequisite.
This course gives students confidence in reading aloud, understanding lectures, asking and answering questions, and expressing themselves clearly in class.

ENGL 014: College Skills: Shaping Sentences
1.0 Unit. 1 lecture hrs/wk. No prerequisite.
This six-week course provides extensive instruction and practice in composing interesting, alive, and correct sentences for college papers and other writing. Students learn how to add color, variety, and specific detail to their sentences while applying the techniques of sentence and idea combining. In addition, students explore word choice for appropriateness and punctuation for effect.

ENGL 015: College Skills: Exploring English
1.0 Unit. 1 lecture hrs/wk. No prerequisite.
Each time this course is offered, it explores a different cultural theme (for example, famous cheaters in sports). Based on the readings, students apply spelling rules, build vocabulary, comprehend ideas, and write outlines, summaries, and responses.

ENGL 016: College Skills: Perfect Punctuation
1.0 Unit. 1 lecture hrs/wk. No prerequisite.
This course gives students confidence in using punctuation correctly. They master rules relating to commas, semicolons, quotation marks, apostrophes, hyphens, dashes, colons and parentheses, when to put them in and when to leave them out.

ENGL 017: College Skills: Reading Textbooks
1.0 Unit. 1 lecture hrs/wk. No prerequisite.
This course helps students become more skillful and efficient learners. It takes an integrated approach to understanding texts and includes active reading and note-taking strategies, memory techniques, and test-taking tips.
ENGL 018: College Skills: Taking Essay Tests

1.0 Unit. 1 lecture hrs/wk. No prerequisite.

This short course provides instruction and practice in taking essay tests. Students learn the various types of questions along with appropriate responses for each type. The process of writing a short outline and draft which is edited and proofread quickly is modeled and practiced.

ENGL 062: Developmental Reading and Writing

5.0 Units. 5 lecture hrs/wk. No prerequisite. Corequisite: ENGL 62L.

This course introduces the related ideas required for academic reading and writing: main ideas, logical support, implied meanings, relationships, patterns of organization, and vocabulary building. Students learn how to write complete sentences of various types, plan before writing, and construct well-organized paragraphs.

ENGL 062L: Developmental Reading and Writing Lab

1.0 Unit. 3 lecture hrs/wk. No prerequisite. Corequisite: ENGL 62. Three laboratory hours weekly.

This lab will reinforce and extend the reading and writing skills learned in English 62. May be taken four times for credit.

ENGL 070-079: ENGLISH SKILLS OPEN LAB

1.0 Unit for each course. 3 TBA hrs/wk. Repeat: 3 for each course. No prerequisite. Students are advised to meet with the instructor to determine appropriate courses to take.

A series of one-unit minicourses designed to help students develop basic English language skills. Offered on an individualized basis, each module may be entered and completed at any time during the semester, and, with an approved in-progress grade, completed the following semester. Each one-unit course requires approximately 48 hours of work and may be taken four times for credit.

ENGL 070: Phonics

ENGL 071: Spelling I

ENGL 072: Spelling II

ENGL 073: Vocabulary I

ENGL 074: Vocabulary II

ENGL 075: Reading I

ENGL 076: Reading II

ENGL 077: Independent Reading

ENGL 078: Special Interest Workshop

ENGL 079: Grammar Review

ENGL 092: Reading and Writing Skills

5.0 Units. 5 lecture hrs/wk. No prerequisite. Corequisite: ENGL 92L.

Students develop their abilities to analyze and respond to reading material in a variety of disciplines. At the same time, they learn to construct well-organized and developed paragraphs using correct grammar and sentence structure.

ENGL 092L: Reading & Writing Skills Lab

1.0 Unit. 3 lab hrs/wk. Repeat: 1. No prerequisite. Corequisite: English 92.

In this course, students practice and extend the reading, grammar, and writing skills introduced in English 92, receiving personal help with assignments from a professional staff.

ENGL 094: Reasoning and Logic

1.0 Unit. 3 lab hrs/wk. No prerequisite.

This course significantly increases students’ verbal and mathematical reasoning skills, and is excellent preparation for courses that meet the CSU critical thinking requirement.

ENGL 095: Advanced Spelling

1.0 Unit. 3 lab hrs/wk. No prerequisite. Advisory: ENGL 71 or 72 or 75th percentile on pretest.

Designed primarily for students in the Court Reporting Program, this course provides the skills to master English spelling at an advanced level. Students build their visual memory, study phonetic and structural patterns, and study frequently misspelled and misused words.

ENGL 096: Advanced Vocabulary

1.0 Unit. 3 lab hrs/wk. No prerequisite. Advisory: ENGL 73 or 74 or 75th percentile on pretest.

Designed primarily for students in the Court Reporting Program, this course presents strategies for building an extensive vocabulary. Topics include the history and etymology of English, dictionary skills, using context clues, word parts, and other word analysis skills.

ENGL 097: Critical Reading

1.0 Unit. 3 lab hrs/wk. No prerequisite. Advisory: ENGL 76 or 75th percentile on pretest.

Designed primarily for students in the Court Reporting Program, this course significantly increases students’ reading comprehension and critical thinking abilities. Topics include vocabulary in context, structural analysis of difficult material, inference, and conclusion and judgment skills.

PRECOLLEGIATE LEVEL COURSES – NONTRANSFERABLE

ENGL 098: Introduction to College Reading and Composition I

3.0 Units. 3 lecture and 1 lab hrs/wk. Prerequisite: ENGL 92 or ESL 83 or English Placement Test or equivalent.

Students practice reading, writing, and critical thinking to improve reading comprehension and to develop composing techniques for effective academic writing. This course prepares students for success in college-level reading and writing tasks. Focus is on writing fluently, using effective organizational structures, and developing ideas with support, using the conventions of standard written English. Assignments help students explore the connections among readings, personal experiences, observations, and class discussions. Requires one hour weekly of guided practice in the Writing Center.

ENGL 098A: Grammar and Usage

1.0 Unit. 1 lecture and 0.3325 TBA hrs/wk. Prerequisite: ENGL 92 or ESL 83 or English Placement Test or equivalent.

Students practice reading, writing, and critical thinking to improve reading comprehension and to develop composing techniques for effective academic writing. This self-paced course prepares students for success in college level academic reading and writing. Focus is on writing fluency and familiarity with the conventions of standard
written English. Assignments show the interconnection among readings, personal experience, observation, and class discussion.

ENGL 098B: Sentence Structure and Punctuation
1.0 Unit. 1 lecture and 0.3325 TBA hrs/wk. Prerequisite: ENGL 92 or ESL 83 or English Placement Test or equivalent.

Students practice reading, writing, and critical thinking to improve reading comprehension and to develop composing techniques for effective academic writing. This self-paced course is designed to prepare students for success in college level academic reading and writing. Focus is on writing fluency and familiarity with the conventions of standard written English. Assignments show the interconnection among readings, personal experience, observation, and class discussion.

ENGL 098SL: Introduction to College Reading and Composition I - for Non-Native English Speakers
3.0 Units. 3 lecture and 1 lab hrs/wk. Prerequisite: ESL 83 or ENGL 92 or English Placement Test or equivalent.

This course, for bilingual/non-native English speakers, prepares students for success in college-level reading and writing tasks. Students practice reading, writing, grammar skills and critical thinking to improve reading comprehension and develop skills for effective academic writing. The focus is on writing fluently, using effective organizational structures, and developing ideas with support, using the conventions of standard written English. Assignments help explore connections among readings, personal experience, observation, and class discussion. Requires one hour weekly of guided practice in the Writing Center or the ESL Lab.

ENGL 099: Intensive Grammar Review
0.5 Unit. 1.5 TBA hrs/wk. Repeat: 1. No prerequisite.

This intensive, self-paced course reviews common problems in grammar, punctuation, and usage. It is not intended to be an exhaustive study of the subject, but rather a focused review of such typical mistakes as run-ons, fragments, agreement errors, faulty parallelism, and inappropriate punctuation. This course is designed for students in ENGL 150, 151, and 155, but may be taken by anyone wanting to improve basic grammar skills.

COLLEGE LEVEL COURSES - TRANSFERABLE

ENGL 116: College Reading
3.0 Units. 3 lecture hrs/wk. No prerequisite.

A course designed to strengthen students’ ability to understand and respond to college-level readings in all disciplines. Emphasis is on critically evaluating purpose, support, conclusions, tone, and language. Vocabulary enhancement is included. (CSU)

ENGL 117: Speed Reading
1.0 Unit. 1 lecture hrs/wk. No prerequisite.

In this individualized course, students learn efficient reading techniques that help them double or triple their present reading rate with increased concentration, comprehension, and retention. Reading flexibility is emphasized as students learn to vary their reading rate to suit their purpose. Skimming, scanning, and textbook reading will also be covered. (CSU)

ENGL 120: Introduction to College Reading and Composition II
3.0 Units. 3 lecture and 1 TBA hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent.

Students sharpen their skills in reading, writing, and critical thinking to improve reading comprehension and to develop composing techniques for effective academic writing. This course prepares students for success in college level academic reading and writing, emphasis being placed upon thinking clearly and logically and upon the construction of cogent arguments. Requires one hour weekly of guided practice in the Writing Center. (CSU)

ENGL 120SL: Introduction to College Reading and Composition II - for Non-Native English Speakers
3.0 Units. 3 lecture and 1 TBA hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent.

This course, for non-native English speakers, prepares students for success in college-level academic reading and writing, emphasis being placed upon the construction of cogent arguments. Students sharpen their skills in reading, writing, and critical thinking to improve reading comprehension and to develop composing techniques for effective academic writing. They also review standard usage, appropriate diction, punctuation, grammar, and ways to achieve variety in sentence structure. Assignments show the interconnection among readings, personal experience, observation, and class discussion. Requires one hour weekly of guided practice in the ESL Lab and/or Writing Center Lab. (CSU/UC)

ENGL 130: Critical Thinking
3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.

This introductory-level course in the arts of rhetoric and logic sharpens students’ abilities to reason clearly. They learn to recognize and analyze common fallacies found in political statements, magazine commentary, news coverage, editorials, advertisements, and classical persuasive works, developing ways to organize ideas and express them rationally, and ways to judge the quality of ideas and the purposes of various examples ranging from propaganda to persuasion to philosophy. (CSU/UC) AA/AS Area E, CSU Area A-3

ENGL 150: Reading and Composition (1A)
3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or 120AC or English Placement Test or equivalent.

This course develops and refines students’ writing, reading, and critical thinking abilities. Students read and discuss various works and write expository and argumentative prose, including a research paper. The course emphasizes gathering, evaluating and documenting evidence. During the semester, students are required to write numerous essays for a total of between 8,000-10,000 words. (CSU/UC) AA/AS Area D, CSU Area A-2, IGETC Area 1A

ENGL 151: Reading and Composition (1B)
4.0 Units. 4 lecture hrs/wk. Prerequisite: ENGL 150 or equivalent.

This critical thinking/composition course highlights literary texts as material from which students derive samples to use in critical constructions of their own. Texts include critical and argumentative essays, biographical or historical discussions, belletristic writing, textual analysis, poetry, drama, short stories, and novels. Students
ENGL 155: Critical Thinking and Composition
4.0 Units. 4 lecture hrs/wk. Prerequisite: ENGL 150 or equivalent.
This course develops rhetorical, critical, argumentative, and organizational skills in written composition, and heightened perceptivity in analytical reading. Extensive analysis of writing models focuses on deductive, inductive, and inferential reasoning; assumptions and inferences embedded in arguments; informal logical fallacies; divergent world views; and incoherencies and biases in presentation. Student essays are expected to demonstrate a capacity for presenting complex ideas in a clear, coherent, and convincing manner, with particular attention to organization and style. A minimum of 8,000 words of writing is required of each student. (CSU/UC) AA/AS Area E, CSU Area A-3, IGETC Area 1B

ENGL 202: Creative Writing I
3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or 120AC or English Placement Test or equivalent.
This reading and writing course engages eligible students in both the study and practice of the crafts of fiction, poetry, and drama. (CSU) CSU Area C-2

ENGL 203: Creative Writing II
3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or 120AC or equivalent, and ENGL 202.
This reading and writing course engages eligible students in both the study and practice of the crafts of fiction, poetry, and drama. It continues and develops the study and practice begun in ENGL 202. (CSU) CSU Area C-2

ENGL 208: Short Fiction
3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.
This course examines short stories and novellas as works of literary art. Readings include representative short fiction by mainstream writers and by writers representing different cultural heritages. Lectures provide historical and cultural background helpful in appreciating the literature; class discussions focus on interpretation and on the analysis of traditional literary devices such as plot, character, point of view, setting, style, and theme. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 212: Introduction to Poetry
3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.
This course examines poetry as a major literary genre, and introduces the fundamental nature of poetry through an examination of poetic forms, poetic devices (rhyme, meter), imagery, diction, tone, figures of speech, meaning, and idea. The course also addresses the historical and cultural factors that have influenced poetry’s stylistic developments. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 214: The Popular Novel
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This course includes twentieth-century American literature that has been very successful in the marketplace. Some novels, like “The Great Gatsby” and “The Old Man and the Sea,” are now considered classics; others are minor, but well-crafted works. Students examine the novel as a literary genre and as a reflection of the dynamics and diversity of American life. In addition to reading the novels, students view films based on the novels, and produce assignments demonstrating their analytical thinking and writing skills. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 218: The American Short Story
3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent.
This course introduces the American literary tradition through reading selected short stories and related criticism, which might also be supplemented by viewing video productions of the selected stories. Students analyze and compare short works of fiction for thematic content and express their understanding through written responses, examinations, and classroom discussion. Authors include Ernest Hemingway, William Faulkner, Mark Twain, F. Scott Fitzgerald, and others. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 219: Voices and Visions
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This course offers a close look at the creative lives of at least thirteen American poets. Beginning with precursors Whitman and Dickinson, the programs cover the entire range of twentieth century verse. While exploring the varieties of poetic inspiration, students gain experience in reading for comprehension and pleasure. Writers include Frost, Eliot, Pound, Moore, Williams, Plath, and others. (CSU/UC) AA/AS Area C, CSU Area C-2

ENGL 220: Detective Fiction
3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.
This course traces the development of the genre from classic mysteries to hard-boiled detective stories to police procedurals. Students read representative works by such authors as Poe, Doyle, Christie, Hammett, Chandler, and MacDonald. The course emphasizes the conventions of the form, the elements of fiction, the methods of critical thinking used in solving crimes, and the ethical problems raised in the works under discussion. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 221A: Survey of American Literature I
3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent.
Students examine representative American writings, with emphasis shared between the “major” authors and works from America’s “other” voices, including Native American, Chicano and Hispanic American, and African-American authors. Lectures, discussions and media presentations will relate the literature to the developing social and philosophical attitudes that characterize American civilization. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B
ENGL 221B: Survey of American Literature II
3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent.

Students examine representative American writers from the Civil War to the present, with emphasis shared between the canonized “major” authors and works from Hispanic and African-American authors. Lectures, discussions and media presentations relate the literature to the developing social and philosophical attitudes that characterize American civilization. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 222: Survey of English Literature
3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent.

This survey covers major texts in English literature, from its beginnings in the Anglo-Saxon period, with Beowulf, through the development of modern English in the mid-seventeenth century, with Milton’s Paradise Lost. Lectures provide historical and cultural contexts and critical methods for analysis of the texts in class discussions. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 223: Survey of English Literature II
3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent.

This survey course in English literature covers important works from the Restoration through the 20th century. Lectures supply the background necessary for appreciation of the works and suggest the wealth of literary material available to the intellectually curious reader or to the student of literature. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 224: Survey of World Literature I
3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.

This course surveys representative imaginative literature of the world (excluding English and American literature) from antiquity through the Renaissance. Students examine works from Homer and Sophocles to Cervantes and Rabelais. Students view each work through both an artistic and a cultural lens, in order to see how the narrative mode and lyric and dramatic forms have evolved through the centuries. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 225: Survey of World Literature II
3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.

This course surveys representative imaginative literature of the world (excluding English and American literature) from early modern to post modern times. Students examine works ranging from Voltaire and Goethe to Sartre and Kafka. They view each work through both an artistic and a cultural lens, in order to see how the narrative mode and lyric and dramatic forms have evolved through the centuries. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 230: Survey of Shakespeare
3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.

This survey examines representative plays from each period in Shakespeare’s career, locating the plays in their historical context. Lectures define critical approaches that invite discussion of the dramatic and literary qualities of Shakespeare’s work. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 235: Women in Literature
3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.

The representation of the character and role of women in Western culture from Greek tragedy through contemporary literature, with a particular emphasis on American literature, is examined through the analysis of selected texts. The primary focus is on women in American literature by both male and female authors, the writing of minority women, and the political and cultural context of literature. (CSU/UC) AA/AS Area C and G, CSU Area C-2, IGETC Area 3B

ENGL 237: The Literature of American Cultures
3.0 Units. 3 lecture hrs/wk. Prerequisite: English 120 or 120SL or English Placement Test or equivalent.

This class explores the richness and diversity of American culture by studying the literature of several social and ethnic groups, including works by African-American, Native American, Jewish American, Latino, and Asian American writers. Through close readings of representative texts, the course focuses on themes of identity and community in the context of contemporary cultural history. (CSU/UC) AA/AS Area C and G, CSU Area C-2, IGETC Area 3B

ENGL 240: Classic Children’s Literature
3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.

An inquiry into the basic nature of children’s literature: what are its social, philosophical, spiritual, and aesthetic values? The course considers techniques and modern critical theories, but focuses on practical criticism for the non-specialist. Specific works studied are representative of several genres, cultures, and periods of children’s literature. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 242: Global Writings
3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent. Can be taken as ENGL 242 or HUM 242; credit awarded for only one course.

The cultural diversity and complex history of our globalized world are explored through a variety of contemporary writings. Discussion and analyses of representative texts focus on colonial exploitation, political domination, liberation, formations of racism, gender inequality, expressions of cultural power, ethnic conflict and division, immigration and migrancy, and processes of globalization. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B
ENGLISH AS A SECOND LANGUAGE (ESL)

This program, administered by the College Skills department, consists of credit and noncredit courses, and is recommended for nonnative speakers of English. It offers students the opportunity to develop and practice basic English grammar, writing, and reading skills. Both credit and noncredit courses are designed to help students improve communication by developing their listening and speaking skills. Noncredit courses are offered from beginning to intermediate levels. Credit courses are offered from intermediate to advanced levels.

Please see College Skills category for department information.

Faculty (Noncredit)
Harriet Eskildsen, Cheo Massion, Sara McKinnon, Patricia Seery

Faculty (Credit)
Rebecca Beal, Barbara Bonander, Beth Patel, Wendy L. Walsh, Blaze Woodlief

Department Phone: (415) 485-9644

Placement Testing

College of Marin offers an English as a Second Language placement testing service to provide prospective students with information with which to make informed decisions when enrolling in ESL courses. Students are provided with their test scores. Students registering for ESL courses who need help interpreting their individual placement test scores, and/or deciding whether to register for or remain in an ESL course, can seek assistance from a counselor or their instructor.

For information about the ESL Placement Test, students can call the Testing Office at (415) 485-9469 (located in the Student Services Building, Room 18, Kentfield Campus).

ENGLISH AS A SECOND LANGUAGE NONCREDIT COURSES (ESLN; ESLV)

ESLN 010: Beginning ESL

0.0 Unit. Advisory: ESL Placement Test.

This course will introduce beginning English learners to basic everyday English vocabulary, expressions and instructions to describe everyday actions, needs and abilities. Emphasis will be placed on aural comprehension and basic survival skills.

ESLN 010A: Beginning ESL A

0.0 Unit. Advisory: ESL Placement Test.

This course will introduce beginning English learners to basic everyday English vocabulary, expressions and instructions to describe everyday actions, needs and abilities. Emphasis will be placed on aural comprehension and basic survival skills.

ESLN 010B: Beginning ESL B

0.0 Unit. Advisory: ESL Placement Test.

This course is for beginning English learners who know some basic English vocabulary. The course will introduce students to everyday English vocabulary, expressions and instructions to describe everyday actions, needs and abilities.

ESLN 010C: Beginning ESL C

0.0 Unit. Advisory: ESL Placement Test.

This course will introduce beginning English learners to basic everyday English vocabulary, expressions and structures to describe everyday actions, needs and abilities. Emphasis will be on developing confidence and understanding simple written and spoken instructions and stories.

ESLN 020: High Beginning ESL A

0.0 Unit. Advisory: ESL Placement Test.

In the first part of high beginning ESL, students will learn to ask for and give basic information about yesterday, today and tomorrow and to express basic likes, wants, needs, abilities and obligations in conversation and in written form.

ESLN 020L: High Beginning ESL

0.0 Unit. Advisory: ESL Placement Test.

In this high beginning ESL course, students will learn to ask for and give basic information about yesterday, today and tomorrow and to express basic likes, wants, needs, abilities and obligations in conversation and in written form. They will also learn to negotiate and interact on the telephone, at work and in the community.

ESLN 025: High Beginning ESL B

0.0 Unit. Advisory: ESL Placement Test.

In the second part of high beginning ESL, students will practice expressing basic likes, wants, needs, abilities and obligations and talking about yesterday, today and tomorrow. They will also begin to negotiate and interact on the telephone, at work and in the community.

ESLN 030: Low Intermediate ESL A

0.0 Unit. Advisory: ESL Placement Test.

ESLN 030 students know everyday survival English, but want to learn to talk about their experiences in life and at work. They learn to describe how their lives were before they came to this country. The focus is on learning more verbs and verb forms.

ESLN 035: Low Intermediate ESL B

0.0 Unit. Advisory: ESL Placement Test.

ESLN 035 is the second part of the low intermediate level. Students will review and build upon basic English skills and survival skills covered in Levels 010-030. They may read and discuss short adapted fiction or nonfiction in class and write about personal abilities and experiences.

ESLN 040: Credit ESL Preparation Course

0.0 Unit. Advisory: ESL Placement Test.

Students in ESLN 040 will continue to develop their intensive and extensive reading skills, make oral presentations and use an English dictionary, the library and the internet for simple research projects. In preparation for transitioning to credit ESL, regular attendance, homework and group participation are strongly encouraged.
ESLN NCLAB:  ESL Noncredit Lab
0.0 Unit. Advisory: ESL Placement Test.
The ESL Lab is a self-paced, individualized, open-entry/open-exit course. Students will be able to use ESL software, audio tapes, videos and reading material to develop their skills in English.

ESLN PRON:  Noncredit ESL Pronunciation
0.0 Unit. Advisory: ESL Placement Test. Students should be in levels 020-040.
This course will provide Noncredit ESL students from ESLN Levels 020-040 with practice in English pronunciation. The primary goal will be to help ESL students to be understood when they are speaking English. This will include learning how to listen to English in order to acquire better pronunciation and intonation skills. Students will work on (a) individual sounds, (b) the sounds in context in sentences and (c) sentence rhythm and stress employing the same sounds.

ESLV 001:  ESL for Hotel and Restaurant Workers
0.0 Unit.
This course is designed for students who are presently working in the hotel and restaurant fields or those who are seeking positions in these fields. The class emphasizes and demonstrates the specific English language skills required for success in these industries. The course teaches language suitable for real-world hospitality situations and includes guest instructors from the hospitality field. The class is most suitable for students at the intermediate and higher levels.

ESLV 002:  ESL for Housekeepers and Custodians
0.0 Unit.
This course is designed for students who are presently working as housekeepers or janitors in private homes, hotels, or buildings, or those who are seeking positions in those fields. The class will emphasize and demonstrate the specific English language skills required for success and advancement in those fields. The course will teach language suitable for real-world housekeeping situations and will include actual hands-on experiences with cleaning situations. The class is most suitable for students at the high beginning (ESLN 20) and higher levels.

ESLV 003:  Communication Skills for Healthcare Workers
0.0 Unit.
This course is designed for healthcare workers and others interested in healthcare fields. The focus will be on the language skills necessary to function in a medical/dental environment. Emphasis is on social and cultural skills for successful interaction with patients and co-workers.

ESLV 004:  English for Childcare A
0.0 Unit. Advisory: ESLN 20, 25, or 30.
This class is for high beginning English language learners who as parents, babysitters, and childcare workers need to be able to communicate with young children, co-workers, and parents. Students develop vocabulary and grammar needed for communication in basic care-giving activities. They improve reading and pronunciation skills through children’s books, games, and songs.

ESLV 005:  English for Childcare B
0.0 Unit. Advisory: ESLN 35 or above.
This class is for intermediate English language learners who as parents, babysitters, and childcare workers need to be able to communicate with young children to help them set limits, solve problems, and give, ask for, and clarify information or instructions from co-workers and parents. Students develop vocabulary and grammar needed for communication in basic care-giving activities. They improve reading and pronunciation skills through children’s books, games, and songs. Health and safety issues are covered.

ESLV 006:  ESL-ECE Bridge Class A
0.0 Unit. Advisory: ESL levels 40-60.
This course is designed to prepare students interested in the Early Childhood Education Program for classes which are only offered in English. Note: the course is intended as a supplement, not a replacement, to the regular credit ESL program. Students learn to observe and describe child behavior orally and in writing using early childhood development vocabulary, practice finding main ideas and support in selections from related textbooks, and develop communication skills and good study habits.

ESLV 007:  ESL-ECE Bridge Class B
0.0 Unit. Advisory: ESL levels 50-70.
This is the second-level course designed to prepare students interested in the Early Childhood Education Program for classes which are only offered in English. Note: It is intended as a supplement (not a replacement) to the regular credit ESL program. Students improve their pronunciation and use of ECE vocabulary to describe child interaction, supervision and guidance strategies orally and in writing. Students discuss and practice different types of written assignments and read unadapted passages from ECE textbooks.

ESLV 008:  ESL for Gardeners
0.0 Unit. Advisory: ESLN 20.
This course is for low intermediate to intermediate ESL students working or planning to work in gardening or landscaping. Students learn language and cultural expectations necessary to communicate in English with employers, customers, co-workers and emergency medical care providers. The course includes work on accent correction.

ESLV 012:  ESL for Employment: Reading and Writing Emphasis
0.0 Unit. 2 lecture hrs/wk. No prerequisite.
This course, for those interested in finding and retaining employment, focuses on developing the language skills necessary to identify a job and pursue the written application process. Assignments include completing a master application, an online application, writing a resume and list of references, a cover letter, and thank-you note.

ESLV 014:  ESL for Employment: Listening and Speaking Emphasis
0.0 Unit. 2 lecture hrs/wk. No prerequisite.
This course, for those interested in finding and retaining employment, focuses on developing the language skills necessary to find work. Emphasizes the oral and listening skills required to interact
effectively in applying for a job, participate in an oral interview, and accept employment.

**ENGLISH AS A SECOND LANGUAGE CREDIT COURSES (ESL)**

**ESL 077: ESL for CIS 101**  
1.0 Unit. 1 lecture hrs/wk. No prerequisite. Two lecture hours weekly for eight weeks.

This ESL course emphasizes development of the English speaking, listening, reading and writing skills needed for success in Computer Information Systems 101.

**ESL 040L: Low Intermediate ESL Skills Lab**  
0.5-1 Unit. 1.5 lab hrs/wk. Repeat: 3. No prerequisite. One and one-half laboratory hours weekly for one half student unit, and three laboratory hours weekly for one student unit.

ESL students improve their English in this interactive computer-based multimedia course. This lab offers low intermediate students the opportunity to practice their listening, pronunciation, speaking, vocabulary, and grammar skills in a self-paced laboratory environment. American culture and ESL life skills are included.

**ESL 053: Intermediate ESL: Writing and Grammar**  
2.0 Units. 4 lecture and 1 lab hrs/wk. No prerequisite. Advisory: ESL Placement Test.

This course introduces the conventions of standard written English to intermediate ESL students and reviews basic grammar structures. Emphasis is placed on sentence structure and the correct use of tenses.

**ESL 054: Intermediate ESL: Grammar**  
1.5 Units. 3 lecture and 1 TBA hrs/wk. No prerequisite. Advisory: ESL Placement Test.

This course reviews basic grammar structures for intermediate ESL students. Emphasis is placed on the verb tenses.

**ESL 056: Intermediate ESL: Words I (Vocabulary, Spelling, Reading, and Discussion)**  
2.0 Units. 4 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test.

This course improves the reading comprehension and vocabulary usage of non-native speakers of English. This course includes reading skills, study skills, short stories and the reading of short novels.

**ESL 058A: Pronunciation for Non-Native English Speakers I**  
2.0 Units. 2 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test.

This course provides ESL students the opportunity to improve their pronunciation of standard American English. Students practice the sound system and the rhythm of the language to become more intelligible and to gain understanding of spoken English.

**ESL 058B: Pronunciation for Non-Native English Speakers II**  
2.0 Units. 2 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test.

This course provides ESL students the opportunity to improve their pronunciation of standard American English. Students practice stress and intonation patterns, linking, assimilation, and prominence to become more intelligible and to gain understanding of spoken English.

**ESL 059: Review of Intermediate ESL**  
3.0 Units. 3.375 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test.

This review course is designed for ESL students who have completed or are in the process of completing the ESL 50 or 60 level, or for ESL students who, through the ESL Placement Test, have qualified for the ESL 60 level.

**ESL 060: Intermediate ESL: Listening and Speaking**  
3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test or completion of ESL 40L.

An intermediate course in listening and speaking communication skills recommended for students enrolled in ESL 50-level or 60-level courses. Students are introduced to formal and informal speaking and listening skills to provide a bridge to educational and career opportunities.

**ESL 063: High Intermediate ESL: Writing and Grammar**  
4.0 Units. 4 lecture and 1 TBA hrs/wk. No prerequisite. Advisory: ESL Placement Test or completion of all 50-level ESL courses.

This course is suitable for the high intermediate student with a good foundation in English grammar and writing. The class emphasizes grammatical accuracy and writing a logical sequence of sentences in organized paragraphs. Requires one hour weekly to be arranged in the ESL Lab.

**ESL 064: High Intermediate ESL: Grammar**  
3.0 Units. 3 lecture and 1 TBA hrs/wk. No prerequisite. Advisory: ESL Placement Test or completion of all ESL 50-level courses.

This grammar course is designed to improve the language skills of high intermediate ESL students. Requires one hour weekly to be arranged in the ESL Lab.

**ESL 066: High Intermediate ESL: Words II (Vocabulary, Spelling/Reading/Discussion)**  
4.0 Units. 4 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test or completion of all 50-level ESL courses.

This course provides high intermediate ESL students with practice reading stories, short novels, newspapers and other non-fiction materials. Students are introduced to academic reading and study skills, and learn to use the resources available at the COM Library.

**ESL 068: American Topics**  
2.0 Units. 2 lecture hrs/wk. Repeat: 3. No prerequisite.

This course helps students understand important American topics, past and present, through lectures, reading, and discussion. Examples of topics include the education system, the American Dream, and drugs and drug treatment.
ESL 070: Advanced Pronunciation through Performance
2.0 Units. 2 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test and completion of ESL 58A and 58B or ESL 60. Two lecture hours weekly. This course in advanced pronunciation is recommended for intermediate and advanced English learners. Students improve their listening and speaking through performance with skills necessary for communication in English in and out of the classroom.

ESL 073: Low Advanced ESL: Writing and Grammar
4.0 Units. 4 lecture and 1 TBA hrs/wk. No prerequisite. Advisory: ESL Placement Test or completion of all ESL 60-level courses. In this course, low advanced ESL students review paragraph writing and are introduced to the essay. Intermediate and advanced grammar structures and punctuation are reviewed.

ESL 074: Low Advanced ESL: Grammar
3.0 Units. 3 lecture and 1 TBA hrs/wk. No prerequisite. Advisory: ESL Placement Test or completion of all 60-level ESL courses. This course is designed for low advanced ESL students who need to refine their understanding of grammar.

ESL 076: Low Advanced ESL: Words III (Vocabulary/Spelling/Reading/Discussion)
4.0 Units. 4 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test or completion of all ESL 60-level courses. This course improves the reading comprehension and academic vocabulary of low advanced non-native speakers of English. This course includes reading skills, study skills, novel reading, and library research projects.

ESL 078: Current Events for ESL Students
2.0 Units. 2 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test or completion of all ESL 60-level courses. This course introduces students to current events, with attention given to contemporary local, national, and international events, using newspapers, magazines, television, films, and radio. Students develop greater awareness of global issues, applying the academic skills they have learned in previous and concurrent ESL classes.

ESL 079: Review of Low Advanced ESL
3.0 Units. 3.75 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test. This review course is designed for ESL students at the low advanced level, who have completed or are in the process of completing the ESL 70 or 80 level, or for ESL students who, through the ESL Placement Test, have qualified for the ESL 80 level.

ESL 080: Advanced ESL: Listening and Speaking for Social, Academic and Workplace Situations
3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test or completion of all ESL 70-level courses. This course in listening and speaking skills is recommended for low-advanced to advanced ESL students. It helps students improve the listening and speaking skills necessary to participate in college, workplace and everyday life situations. Students practice listening and note taking skills and conduct interviews, give presentations and lead discussion sessions.

ESL 083: Advanced ESL: Writing and Grammar
4.0 Units. 4 lecture and 1 TBA hrs/wk. No prerequisite. Advisory: ESL Placement Test and completion of all 70-level ESL courses. This ESL course is suitable for the advanced student with a strong foundation in English grammar and writing. The course is designed to review and build upon grammar and writing skills, enabling the student to function in academic courses.

ESL 084: Advanced ESL: Grammar
3.0 Units. 3 lecture and 1 TBA hrs/wk. No prerequisite. Advisory: ESL Placement Test and completion of all 70-level ESL courses. This course is designed for advanced ESL students who need to refine their understanding of grammar for academic writing.

ESL 084AV: Advanced ESL: Grammar
3.0 Units. 3 lecture and 1 lab hrs/wk. No prerequisite. Advisory: ESL Placement Test and completion of all 70-level ESL courses. This course is designed for advanced ESL students who need to refine their understanding of grammar for academic writing.

ESL 086: Advanced ESL: Vocabulary and Reading Skills
4.0 Units. 4 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test or completion of all 70-level ESL courses. This course is designed to help advanced ESL students improve reading comprehension and develop academic vocabulary. It also improves study skills for more effective reading of textbooks and other material, including short fiction.

ESL 088A: Introduction to Editing for ESL Students
1.0 Unit. 0.975 lecture hrs/wk. No prerequisite. Advisory: Concurrent enrollment in ESL 83 or other composition courses. This course is designed for ESL students enrolled in advanced writing courses. Students learn to identify and correct errors in syntax, logic and structure in their own writings at the final draft stage. Areas of concentration include common errors in tenses, sentence structure and punctuation.

ESL 088B: Advanced Editing for ESL Students
1.0 Unit. 0.975 lecture hrs/wk. No prerequisite. Advisory: Concurrent enrollment in ESL 083 or other composition courses. This course is designed for ESL students enrolled in advanced writing courses. Students learn to identify and correct errors in syntax, logic and structure in their own writings at the final draft stage. Areas of concentration include common errors in shifting tenses, punctuation, complex sentences, and use of the passive voice.
ENVIRONMENTAL LANDSCAPING

Environmental landscaping is more than making the world around us a beautiful place. It’s about creating environments that function practically and in harmony with nature. It’s growing plants, establishing organic farms, designing spaces, and installing landscapes. The courses are designed to meet the needs of both the home or professional landscaper, farmer, or gardener. The field is appealing to those wanting to work in outdoor occupations, as well as those who like to work with high-tech equipment. This curriculum is designed so that graduates, depending on their interest, abilities, and achievement, may qualify for employment in a wide variety of careers.

Career Options
Arboriculture (Tree Care), Commercial Landscape Management, Environmental Planning, Interiorscape Design and Maintenance, Landscape Design and Installation, Landscape Irrigation, Organic Farming, Park Supervising, Residential and Estate Maintenance

Faculty
Fernando Agudelo-Silva
Department Phone: (415) 457-8811, Ext. 8200

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

A.S. IN ENVIRONMENTAL LANDSCAPING: LANDSCAPING, ORGANIC FARMING AND GARDENING
(Certificate of Achievement also awarded)

This curriculum is designed so that graduates, depending on their interests, abilities, and achievement, may qualify for employment in a wide variety of careers.

The Associate in Science degree is awarded for completion of all requirements in the core program and completion of general education and graduation requirements. Students who complete only the required courses for the major will receive a Certificate of Achievement.

ENVIRONMENTAL LANDSCAPING COURSES (ELND)

ELND 101: Introductory Principles for Sustainable Landscapes, Farms and Gardens
3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite.

An introductory foundation in the practices of sustainable landscaping, farming, and gardening, this course is important for anyone interested in using agricultural resources in an ecologically sound way. It covers key concepts for the development and installation of farms, gardens, or landscapes according to principles of ecological sustainability, and includes concepts such as site analysis, plant selection, soils, and economic and social considerations. (CSU)

ELND 109F: Principles and Practices of Organic Farming and Gardening - Fall
3.0 Units. 2 lecture and 3 TBA hrs/wk. No prerequisite.

Academic study and hands-on training in the basic skills and procedures of organic farming and gardening. Topics include applied soil science, management of long-term soil fertility, establishment of greenhouse systems and applicable methods of plant propagation, a review of basic botany for gardeners, site analysis, and Fall plant selection. (CSU)

ELND 109S: Principles and Practices of Organic Farming and Gardening - Spring
3.0 Units. 2 lecture and 3 TBA hrs/wk. No prerequisite.

Academic study and hands-on training in the basic skills and procedures of organic farming and gardening. Topics include applied soil science, managing long-term soil fertility, establishment of greenhouse systems and applicable methods of plant propagation, a review of basic botany for gardeners, site analysis, and Spring plant selection. (CSU)

Certificate of Achievement in Environmental Landscaping: Landscape and Garden Design
The following courses are required of all Landscape and Garden Design Certificate of Achievement students.

Requirements

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ELND 101</td>
<td>Introductory Principles of Sustainable Landscapes, Farms, and Gardens</td>
<td>3</td>
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<tr>
<td>ELND 115S</td>
<td>Plant Identification, Selection, and Propagation - Spring</td>
<td>3</td>
</tr>
<tr>
<td>ELND 115F</td>
<td>Plant Identification, Selection, and Propagation - Fall</td>
<td>3</td>
</tr>
<tr>
<td>ELND 140</td>
<td>Integrated Pest Management in Landscapes, Farms, and Gardens</td>
<td>3</td>
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<td>ELND 160</td>
<td>Soils: Ecology and Management</td>
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<td>ELND 190</td>
<td>Irrigation of Landscapes, Farms, and Gardens</td>
<td>3</td>
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<td>TOTAL</td>
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ELND 115F: Plant Identification, Selection and Propagation - Fall
3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite.
This course focuses on plants adapted to our climate to create appropriate, sustainable gardens and landscapes. It includes discussions of specific plants, walks in varied landscapes, field trips to local botanical gardens, and demonstrations of seasonal selection of planting materials. (CSU)

ELND 115S: Plant Identification, Selection and Propagation - Spring
3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite.
This introductory course familiarizes students with appropriate plants for Bay Area gardens and landscapes. It features live specimens, in-depth lectures, and field trips. Each plant is discussed with details of name, origin, habitat, growth pattern, size, cultural requirements, methods of propagation, and botanical descriptions. (CSU)

ELND 120A: Landscape Ecology
1.5 Units. 1.5 lecture hrs/wk. Repeat: 1. No prerequisite.
This class, essential for anyone interested in ecologically sound gardening and landscaping, covers evolution of ecological concepts, structure and function of plant ecosystems, factors that regulate plant communities, the effects of climate on plant communities, and their relevance for gardening and landscaping. This short class is the first half of a two-class sequence on plant ecology. (CSU)

ELND 120B: Landscape Ecology
1.5 Units. 1.5 lecture hrs/wk. Repeat: 1. No prerequisite.
This class, essential for anyone interested in ecologically sound gardening and landscaping, covers ecological interactions that regulate plant communities such as biogeochemical cycles, predation, parasitism, disease, competitions, and their relevance for gardening, landscaping and ecological studies. This short class is the second half of a two-class sequence on plant ecology. (CSU)

ELND 140: Introductory Principles of Sustainable Landscape Design
3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite.
This course covers trends and principles of landscape design, landscape drawing, basic site analysis, plant traits, and sustainability considerations. (CSU)

ELND 150: Integrated Pest Management in Landscapes, Farms and Gardens
3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite.
This course covers principles of Integrated Pest Management (IPM), applied to manage a wide variety of life forms including insects, mites, microbes, and unwanted vegetation in landscapes, farms, and gardens. It includes arthropod, microbe and unwanted plant identification, and strategies, tools, and techniques to reduce their impact on plants. The course addresses cultural, biological, and chemical management methods. (CSU)

ELND 160: Soils: Ecology and Management
3.0 Units. 2.5 lecture and 1.5 lab hrs/wk. No prerequisite. Can be taken as BIOL 160 or ELND 160; credit awarded for only one course.
This class explores how soil forms and develops, its physical and biological components, and their interrelationships. Topics include a historical review of soil/human interactions, soil formation from parent material, classification, physical properties such as texture and structure, life forms found in the soil and their interrelationships, relationships between soil properties and soil’s ability to support plant growth, and approaches to use soil in a sustainable manner. (CSU/UC) CSU Area B-1, IGETC Area 5A

ELND 170: Landscape, Farm and Garden Construction
3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite.
This course surveys materials and techniques used in the construction of landscapes, farms, and gardens. Topics include irrigation, drainage, and soil amendments. Students learn to read and interpret plans and specifications, as well as elementary surveying and grade interpretation. The course also provides information necessary for the California Landscape Contractors examination. (CSU)

ELND 180: Landscape, Farm and Garden Estimating and Management
3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: ELND 170.
A study of business practices related to the construction of landscapes, farms, and gardens. Includes publications for new jobs, site evaluation, landscape plans (design), and specifications. Topics include office and business practices for the landscape contracting industry, bid document breakdowns, price comparison, capital expenditures, preparation of bid documents, subcontracting, certificates of insurance, lien notices, and as-built drawings. (CSU)

ELND 190: Irrigation of Landscapes, Farms and Gardens
3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite.
This class covers topics essential to providing water, in an ecologically sensitive manner, to plants in farms, gardens, and landscapes. Concepts include soil/water/plant/weather relationships, basic hydraulics, site information, irrigation requirements, and the design and installation of diverse types of irrigation systems. (CSU)

ELND 201: Special Topics in Landscape Design
3.0 Units. 2 lecture and 3 lab hrs/wk. Repeat: 1. No prerequisite. Advisory: A drafting course or an introductory course in landscape design.
This class explores current and specialized landscape design. Topics include current design trends in light of ecological, social, economic and technology circumstances. (CSU)

ELND 202: Specialized Landscape Construction Projects
3.0 Units. 2 lecture and 3 lab hrs/wk. Repeat: 1. No prerequisite.
This class explores specialized aspects of landscape materials and construction. Topics include tools, techniques, materials (such as wood, stone, brick, tile and concrete), and processes necessary to build a wide variety of structures in landscapes. Students participate in class projects to build diverse structures utilized in gardens and landscapes. (CSU)
ENVIRONMENTAL SCIENCE

Faculty
Becky Brown, Fernando Agudelo-Silva, Paul da Silva, Joseph Mueller
Department Phone: (415) 485-9510

ENVIRONMENTAL SCIENCE COURSES (ENVS)

ENVS 138: Introduction to Environmental Sciences
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite. Can be taken as ENVS 138 or BIOL 138; credit awarded for only one course.
This course takes an interdisciplinary approach to understanding the environmental crisis that confronts us all. Discussions focus on understanding ecosystem services, how humans interfere with earth’s life support systems, and how to deal with the environmental problems we face. Field studies may include visits to restoration projects, local ecosystems, and local environmental conferences. (CSU/UC) AA/AS Area A, CSU Area B-1 or B-2 & B-3, IGETC Area 5A or 5B and 5C

ENVS 142: Environmental Policy and Decision-Making
3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as ENVS 142, BIOL 142, or GEOL 142; credit awarded for only one course.
Environmental policy and subsequent regulation is one way of managing the relationship between human activities and their effects on natural ecosystems. This course is a study of federal, state, and local environmental legislation and its history. The course chronicles America’s awakening to environmental issues and the ways in which decisions affecting the environment occur. The content of the course is vital to environmental policymakers, scientists, and advocates. (CSU/UC)

ENVS 143: Stewardship of Marin Parks and Open Spaces
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite. May be taken as ENVS 143 or BIOL 143; credit awarded for only one course.
Besides making Marin a desirable place in which to live and travel, its nonurbanized park and open space areas carry with them a great responsibility: preservation and enhancement of their best qualities for present and future generations. Fulfilling this responsibility involves a diverse mix of philosophical, legislative, biological, sociological and logistical challenges. The course includes essential background material, interviews with current management personnel, and field visits to parkland and open space areas of special interest. (CSU)

ENVS 147: Food, People, Health and the Environment
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite. May be taken as ENVS 147 or BIOL 147; credit awarded for only one course.
This course examines the past, present and future of the global food system; inputs, outputs, and practices of agriculture, the chief method for securing food from the environment and the basis of human civilization; and the distribution, accessibility, and consumption of food by people throughout the world. The class presents possible solutions to some of the most pressing problems facing the human race as we struggle to feed ourselves and be healthy, while enhancing our overall environment. (CSU/UC)

ENVS 148: Marin County Agriculture
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite. May be taken as ENVS 148 or BIOL 148; credit awarded for only one course.
This course focuses on one of Marin County’s most significant human activities in terms of use of land and other natural resources, preservation of a valuable way of life, generation of economic benefits and formation of the unique character of the local environment. It offers a general agricultural overview; historical background and explanation of important biological, social and economic processes; and insights provided by current Marin County agricultural systems including beef and dairy, poultry, shellfish, flowers, fruits and vegetables, from planning and production through marketing and consumption. Includes field trips to notable local farms. (CSU)

ENVS 150: Environmental Science Seminar and Fieldwork
3.0 Units. 1 lecture and 6 lab hrs/wk. Repeat: 1. Prerequisite: BIOL 138 or GEOL 138. May be taken as ENVS 150 or BIOL 150; credit awarded for only one course.
This overview of the career options in environmental science introduces potential employers in the field and provides firsthand experience of working to solve environmental problems. After receiving general career information, students work with community agencies or organizations according to procedures established by mutual agreement. Students meet in class on campus for initial orientation, to discuss progress during the semester, and to present results of their experiences at the end. (CSU)

ETHNIC STUDIES

The Ethnic Studies course offerings are intended for those who desire a deeper understanding of American minority peoples and their communities. Students will receive a unique, interdisciplinary educational experience with courses emphasizing the historical and philosophical impact of the cultures of African American, Hispanic American, Asian American, and American Indian peoples, and their contributions to the culture of the United States.

Career Options
Art Historian, Biographer, Curriculum Developer, Education Administrator, Environmental Studies, Global Studies, Historian, International Affairs, Journalist, Librarian, Market Research Analyst, News Analyst, Research Specialist, Teacher, Writer

Faculty
Walter B. Turner
Department Phone: (415) 485-9630

Transfer
Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Lecture Hrs/Wk</th>
<th>Prerequisite</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETST 108</td>
<td>History of Arts of the Americas</td>
<td>3.0</td>
<td>3</td>
<td>No prerequisite</td>
<td>Can be taken as ETST 108, Art 108, or HUM 108; credit awarded for only one course. This course covers a selection of the art and visual culture of the Americas: North, Central, and South America, and the Caribbean. Art of the United States focuses on works from the culturally diverse peoples of the Bay Area. (CSU/UC) AA/AS Area C &amp; G, CSU Area C-1, IGETC Area 3A</td>
</tr>
<tr>
<td>ETST 110</td>
<td>Introduction to Ethnic Studies</td>
<td>3.0</td>
<td>3</td>
<td>No prerequisite</td>
<td>A survey course designed to promote academic and professional knowledge of, and sensitivity to, historical and cultural developments important to understanding ethnic groups and their experiences in the United States. Students examine the specific historical and contemporary legacies of race, class, prejudice, diversity, and immigration. The course introduces topics such as multiculturalism, ethnocentrism, cultural relativism, and migration. (CSU/UC) AA/AS Area B &amp; G, CSU Area D-3, IGETC Area 4C</td>
</tr>
<tr>
<td>ETST 111</td>
<td>History of African Americans (A)</td>
<td>3.0</td>
<td>3</td>
<td>No prerequisite</td>
<td>Advisory: ENGL 120. Please note: ETST 111 is not a prerequisite for ETST 112. A historical survey of the African/African American experience from developments on the African continent to the beginning of the twentieth century in American history. The course explores Nile Valley cultures, the influences of trade and Islam, European-African interactions, Caribbean and South American developments, slavery in North America, the Civil War, Reconstruction, and the growth of a distinctive African American culture. (CSU/UC) AA/AS Areas B or F &amp; G, CSU Area D-3 or D-6, IGETC Area 4C, CSU US History, Constitution, and American Ideals</td>
</tr>
<tr>
<td>ETST 112</td>
<td>History of African Americans (B)</td>
<td>3.0</td>
<td>3</td>
<td>No prerequisite</td>
<td>Advisory: ENGL 120. Please note: ETST 111 is not a prerequisite for ETST 112. This historical survey of the African American experience in the United States from the American Revolution to the twenty-first century focuses on the history, social movements, and political aspirations of African Americans in the context of American history. Emphasizes the African Diaspora, Black Nationalism, the development of independent state institutions, and the historical background to the civil rights movement. (CSU/UC) AA/AS Areas B or F &amp; G, CSU Area D-3 or D-6, IGETC Area 4C, CSU US History, Constitution, and American Ideals</td>
</tr>
<tr>
<td>ETST 121</td>
<td>History of Latinos in the United States</td>
<td>3.0</td>
<td>3</td>
<td>No prerequisite</td>
<td>This historical survey of the Latino/Latina experience in North America from pre-Columbian experiences through the contemporary era focuses on the development of a distinctive Latino culture and its political, social, and economic manifestations in the context of American history. (CSU/UC) AA/AS Areas B or F &amp; G, CSU Area D-3 or D-6, IGETC Area 4C, CSU US History, Constitution, and American Ideals</td>
</tr>
<tr>
<td>ETST 125</td>
<td>Research Methods and Term Papers in Ethnic Studies</td>
<td>3.0</td>
<td>3</td>
<td>No prerequisite</td>
<td>Advisory: Eligibility for ENGL 150. Can be taken as ECON 125, ETST 125, HIST 125, POLS 125, or SSC 125; credit awarded for only one course. 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. 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. (CSU/UC)</td>
</tr>
<tr>
<td>ETST 128</td>
<td>Art Field Trips</td>
<td>1-4</td>
<td>0.75</td>
<td>No prerequisite</td>
<td>Repeat: 3. This one-semester course analyzes the politics of modern African states. The course utilizes political and historical analysis to understand the growth and development of the modern African nation state. Literature, film, periodicals, and primary source materials are used to understand the relationships between contemporary African challenges and longstanding economic and political relations with Europe, Asia, and the United States. Key themes include the legacy of</td>
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</tbody>
</table>
colonialism, nationalism, globalization, and the growth of independence movements. (CSU/UC) AA/AS Area B, CSU Area D-7, IGETC Area 4G

FILM/VIDEO

The curriculum is designed to provide theory and skills for those who are interested in films, television and broadcast studio, whether students’ goals be transfer, professional, or self-enrichment. The production courses are hands-on, with equal emphasis on aesthetic principles and technology.

Career Options
Animator, Announcer, Broadcast Technician, Camera Operator, Disc Jockey, Engineering Technician, Film Director, Film Editor, Freelance Film Maker, Light Technician, News Broadcaster, News Director, Producer, Production Engineer, Program Assistant, Reporter, Screenwriter, Sound Editor, Sound Recorder, Sportscaster, Studio Technician, Teacher, Videotape Photographer, Writer

Faculty
Frank Crosby
Department Phone: (415) 485-9348

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

A.A. IN COMMUNICATION, FILMMAKING OPTION

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>FILM 150: Introduction to Filmmaking</td>
<td>4</td>
</tr>
<tr>
<td>FILM 240: Advanced Production Projects</td>
<td>3</td>
</tr>
<tr>
<td>FILM 170: Workshop in Cinematography</td>
<td>3</td>
</tr>
<tr>
<td>FILM 175: Nonlinear Editing for Film and Video</td>
<td>3</td>
</tr>
</tbody>
</table>

Six additional units to be selected from the following:

<table>
<thead>
<tr>
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<tr>
<td>FILM/HUM 109A: History of Film: Beginning to 1950</td>
<td>4</td>
</tr>
<tr>
<td>FILM/HUM 109B: History of Film: 1950 to the Present</td>
<td>4</td>
</tr>
<tr>
<td>COMM/JOUN 110: Introduction to Mass Communication and Media Literacy</td>
<td>3</td>
</tr>
<tr>
<td>COMM/JOUN 160: Images of Race, Gender, and Class in the Media</td>
<td>3</td>
</tr>
<tr>
<td>COMM 161: Introduction to Screenwriting</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL UNITS: 19

A.A. IN COMMUNICATION, SCREENWRITING OPTION

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>UNITS</th>
</tr>
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<tbody>
<tr>
<td>FILM/HUM 109A: History of Film: Beginning to 1950</td>
<td>4</td>
</tr>
<tr>
<td>FILM/HUM 109B: History of Film: 1950 to the Present</td>
<td>4</td>
</tr>
<tr>
<td>FILM 161: Introduction to Screenwriting</td>
<td>3</td>
</tr>
<tr>
<td>FILM 162*: Advanced Film and Television Writing</td>
<td>6</td>
</tr>
<tr>
<td>Must be taken twice for six units.</td>
<td></td>
</tr>
<tr>
<td>FILM 150: Introduction to Filmmaking</td>
<td>4</td>
</tr>
</tbody>
</table>

One course selected from the following:

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<tr>
<td>COMM/JOUN 110: Introduction to Mass Communication and Media Literacy</td>
<td>3</td>
</tr>
<tr>
<td>COMM/JOUN 160: Images of Race, Gender, and Class in the Media</td>
<td>3</td>
</tr>
<tr>
<td>COMM 162: Advanced Film and Television Writing</td>
<td>3</td>
</tr>
<tr>
<td>Any other film or television production course</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL UNITS: 24-25

FILM/VIDEO COURSES (FILM; COMM)

FILM 109A: History of Film: Beginning to 1950
4.0 Units. 4 lecture hrs/wk. No prerequisite. Can be taken as FILM 109A or HUM 109A; credit awarded for only one course.

This course offers a chronological survey of narrative film as art, business, technology, and politics from the beginning of the movies in the 1890s to post World War II. Periods and movements covered include the Silent Era, German Expressionism, Soviet Avant Garde and editing of the 1920s, French Classicism, American Studio Period and sound, as well as the history of censorship in the United States. Classroom screenings of representative films. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

FILM 109B: History of Film: 1950 to Present
4.0 Units. 4 lecture hrs/wk. No prerequisite. Can be taken as FILM 109B or HUM 109B; credit awarded for only one course.

This course offers a chronological and international survey of film as art, business, technology, and as an expression of the culture and politics of the times and places from which it emerges. Topics include post-1940s film noir, neorealism, the French New Wave, “art cinema,” documentary film, national cinemas throughout the world, and independent film directors and movements in the 21st century. Classroom screenings of representative films. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

FILM 150: Introduction to Film and Video Production
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite.

This course is for students who are considering a career in motion-picture imaging or who want to learn about film and video production for personal enrichment. Students learn motion-picture theory and process, and use digital video, motion-picture film and computers to develop basic motion-picture imaging and visual communication skills. (CSU)

FILM 151: Video Production: Shooting on Location
3.0 Units. 2.5 lecture and 1.5 lab hrs/wk. No prerequisite.

In this hands-on class, students develop a basic set of video production and visual communication skills. Using small and lightweight digital video equipment, working individually and in groups, students learn how to shoot video on location for documentary, narrative, music, experimental, interview, personal and promotional projects. (CSU)

FILM 161: Introduction to Screenwriting
3.0 Units. 3 lecture hrs/wk. No prerequisite.

This course introduces the basics of dramatic writing, emphasizing the three-act structure of the feature film screenplay and plot logic. Students analyze feature films and screenplays for structure, pacing, and characterization; complete a treatment or outline for a feature film; and practice writing scenes in the correct format. (CSU)

FILM 162: Intermediate Narrative Story Writing for Cinema, Television, and Gaming
3.0 Units. 3 lecture hrs/wk. Prerequisite: FILM 161 or COMM 161.

In this intermediate screenwriting course, students master the conceptual, creative and technical skills needed to write feature-
length screenplays. Topics include dialogue, subtext, plot logic, character motivation, and plot tightening for pacing. (CSU)

**FILM 170: Workshop in Cinematography**  
3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: FILM 150 or COMM 150.  
This intermediate-level class teaches techniques of cinematography and lighting via classroom instruction, exercises, and studio and location shooting on film and video. Students learn how to maintain camera and lighting equipment, and are introduced to the responsibilities of camera and lighting crew positions. (CSU)

**FILM 240: Advanced Production Projects**  
3.0 Units. 3 lecture hrs/wk. Prerequisite: FILM 150 or COMM 150. Advisories: FILM 140, 166, and 170, or COMM 140, 166, and 170.  
An advanced-level seminar where students produce advanced film and video projects, work as crew on the projects of fellow students, and gain practical experience in film and video postproduction. (CSU)

**COMM 140: Film Direction**  
3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite.  
The theory, process, and practical application of directing narrative, documentary, commercial, promotional, and training motion-picture projects. The class focuses on how the director functions in the process of casting, script breakdown, scene blocking, development, interpretation of script/content, and crew functions. (CSU)

**COMM 161: Introduction to Screenwriting**  
3.0 Units. 3 lecture hrs/wk. No prerequisite.  
This course teaches the basics of dramatic writing, emphasizing the three-act structure of the feature film screenplay and plot logic. Students learn to write to create sympathy for characters, using interesting dramatic and comedic conflict, and developing a believable transformational arc for the characters. Students analyze feature films and screenplays for structure, pacing, and characterization, complete a treatment or outline for a feature film, and practice writing scenes in the correct format. (CSU)

**COMM 162: Advanced Film and Television Writing**  
3.0 Units. 3 lecture hrs/wk. Repeat: 3. Prerequisite: COMM 161.  
In this workshop-seminar course, students present original works-in-progress for rewrite suggestions. Lessons in issues of subtext, dialogue, plot motivation, development of characters’ psychological needs, and plot tightening for pacing are given. (CSU)

**COMM 175: Nonlinear Editing for Film and Video**  
3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite.  
This course provides basic instruction in the theory and practical application of nonlinear editing for film and video using nonlinear workstations such as Avid and Final Cut Pro. The emphasis is on developing skills through hands-on work and practice. (CSU)

**COMM 240: Advanced Production Projects**  
3.0 Units. 3 lecture hrs/wk. Repeat: 3. Prerequisites: COMM 140, 150, 166, and 170.  
This advanced level seminar allows students to work on their second-year film projects. It includes a critical and analytical evaluation of students’ films, working as crew on other advanced students’ projects, and completing postproduction work. (CSU)

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**FIRE TECHNOLOGY**

These courses provide occupational education and training for men and women who wish to pursue coursework in fire technology.

**Department Phone: (415) 883-2211, Ext. 8108**

**Skills Certificates**  
Skills Certificates are an acknowledgement that the student has attained a specified set of competencies within an occupational program. Skills Certificates may be part of a “ladder” of skills, beginning with job entry skills and leading to a full Certificate of Achievement 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 Certificate of Achievement.

**Emergency Medical Technician Training Course Skills Certificate**  
The Emergency Medical Technician Training Course certificate meets the requirements of the California Health and Safety Code for basic EMT-1 training. The approving authority is the Marin County Emergency Medical Service Agency. This course completion is valid for two years from the completion date and shall be recognized statewide. Note: This is not an EMT-1 Certificate.

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**FIRE TECHNOLOGY COURSES (FIRE)**

**FIRE 112: Emergency Medical Technician I**  
6.0 Units. 5 lecture, 3 lab and 0.875 TBA hrs/wk. Prerequisite: First Aid for Public Safety Personnel or equivalent and CPR for Health Care Providers. Previous EMT-1, EMT-2, EMT-P accepted. Plus 4 testing hours to be arranged.  
This course provides instruction in the skills and knowledge required for the Emergency Medical Technician (EMT-1) scope of practice. Supervised clinical experience with emergency ambulance providers and hospital emergency room is included. A health clearance, drug screening clearance, and a criminal background clearance are required by clinical agencies. (CSU)  
For more information, please refer to the department website: www.marin.edu/firetech.

**FIRE 120A: Emergency Medical Technician-1 Refresher A**  
1.5 Units. 1.5 lecture and 0.5 lab hrs/wk. Repeat: 3. Prerequisite: Current EMT-1 Certification.  
This course, required for recertification of EMT-1 personnel, provides didactic and skills instruction, updating students in all areas of emergency room prehospital care as contained in the EMT-1 scope of practice. (CSU)

**FIRE 120B: Emergency Medical Technician-1 Refresher B**  
3.0 Units. 3 lecture and 1 lab hrs/wk. Repeat: 3. Prerequisite: Current EMT-1 Certification. Plus 4 testing hours to be arranged.  
This course, required for recertification of EMT-1 personnel, provides didactic and skills instruction, updating students in all areas of emergency room prehospital care as contained in the EMT-1 scope of practice. (CSU)
**FIRE 215: Advanced First Aid/First Responder**

2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite.

This first responder course teaches the basics of good patient care and the skills needed to deliver appropriate care to the victim of an accident or a sudden illness until more highly trained emergency personnel arrive. Upon successful completion of the course, certificates are awarded for the First Responder and CPR for the Professional Rescuer. This course is a prerequisite for the Emergency Medical Technician Program. (CSU/UC)

**FIRE 255: Wildland Fire Fighting**

1.5 Units. 1 lecture and 1.5 lab hrs/wk. Repeat: 3. No prerequisite.

A basic course designed to give the student a fundamental understanding of wildland fire behavior, safety equipment, dozer safety, construction of handlines, and fire control. (CSU)

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**FRENCH**

A major reason for studying the French language is the enrichment of one's intellectual growth in the context of the rest of the world. In learning French one also learns about the culture, philosophy, and civilization of another people, thereby broadening understanding of the world. On the practical side, any field of specialization (journalism, medicine, law, business, teaching) is enhanced if one can speak another language. In California, knowledge of a modern language is now required in many jobs that deal with the public such as Civil Service, social work, nursing, and other service-oriented fields.

**Career Options**


**Policy Statement Regarding Sequence of Enrollment in Modern Language Classes**

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

**Transfer**

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

**A.A. IN FRENCH**

Students may take classes at either campus to fulfill requirements for the major.

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>FREN 101</td>
<td>5</td>
</tr>
<tr>
<td>FREN 102</td>
<td>5</td>
</tr>
<tr>
<td>FREN 203</td>
<td>5</td>
</tr>
</tbody>
</table>

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**FRENCH SKILLS CERTIFICATE**

The French Skills Certificate provides a way for students to verify that they have reached a level of proficiency in the French language.

**FRENCH COURSES (FREN)**

**FREN 101: Elementary French I**

5.0 Units. 4 lecture and 3 lab hrs/wk. No prerequisite.

A beginning course offering study and practice in speaking, understanding, reading, and writing French, along with an exploration of cultural aspects of the French-speaking world. The three-hour weekly laboratory requirement enhances the student’s verbal and comprehension skills through the use of audiovisual materials. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 6: UC Language other than English

**FREN 102: Elementary French II**

5.0 Units. 4 lecture and 3 lab hrs/wk. Prerequisite: FREN 101.

Further emphasis is placed on the structure of the language, verbal communication, and understanding of French culture. Continued use of the language laboratory for further mastery. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

**FREN 108A: French Culture and Literature Go to the Cinema**

3.0 Units. 3 lecture hrs/wk. Prerequisite: FREN 101 or equivalent.

This course introduces students to films inspired by classic, significant, and, in many instances, famous literary pieces, emphasizing connections between the novels/stories and their artistic expression in film. This course examines trends in French literature and film, and establishes connections between literature, film, and socio-cultural and political changes in French-speaking countries. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

**FREN 108B: French Culture and Literature Go to the Cinema**

3.0 Units. 3 lecture hrs/wk. Prerequisite: FREN 101 or equivalent.

This course introduces students to films inspired by twentieth-century cultural developments in French society. The course examines...
trends in French literature, and establishes connections between socio-cultural and political changes in French-speaking countries and their artistic expression in literature and film. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

FREN 110: Conversational French I
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite.
Use of modern colloquial French in conversation with elementary grammar. Designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar. Oral practice in speaking, understanding, and correct pronunciation of French, using audiovisual materials depicting everyday situations. (CSU)

FREN 112: Conversational French II
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: FREN 110.
Continued use of modern colloquial French in conversation with elementary grammar. Designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar. Continued oral practice in speaking, understanding, and correct pronunciation of French, using audiovisual materials depicting everyday situations. (CSU)

FREN 114: Conversational French III
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: FREN 112.
Continued use of modern colloquial French in conversation with elementary grammar. Designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar. Continued oral practice in speaking, understanding, and correct pronunciation of French, using audiovisual materials depicting everyday situations. (CSU)

FREN 203: Intermediate French III
5.0 Units. 4 lecture hrs/wk. Prerequisite: FREN 202. Advisory: Concurrent enrollment in FREN 114.
Review and expansion of grammatical concepts with continued emphasis on verbal communication. Introduction to literary and journalistic readings for vocabulary and idiom expansion as well as cultural enrichment. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

FREN 204: Intermediate French IV
4.0 Units. 4 lecture hrs/wk. Prerequisite: FREN 203.
A further study of the French language with a review of the grammar and extensive readings from the literature and press with emphasis on verbal communication. An exploration of the use of French and the impact of French culture outside of France. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

FREN 225: Advanced French I
3.0 Units. 3 lecture hrs/wk. Prerequisite: FREN 204.
This course aims to expand the student’s knowledge of the French language and civilization through the study of grammar, literature, and the French press, with particular emphasis on present-day France. Additional emphasis is placed on an advanced level of verbal communication. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

FREN 226: Advanced French II
3.0 Units. 3 lecture hrs/wk. Prerequisite: FREN 225.
Advanced French language and civilization through the study of grammar, literature, and the French press, with particular emphasis on present-day France. Advanced-level practice of verbal communication in French. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

GEOGRAPHY
There is a wide diversity of careers that geography offers. Possible avenues for specialization include business, government, teaching, cartography, conservation, land use, photogrammetry, climatology, soil and agriculture, urban and regional planning, resource evaluation, industrial location sites, and marketing research.

Career Options
Cartographer, City Planner, Computer Mapper, Geographic Analyst, International Economist, Land Officer, Location Analyst, Map Curator, Market Researcher, News and Travel Magazine Editor, Soil Conservationist, Teacher, Transportation Planner

Faculty
Dayna Quick
Department Phone: (415) 485-9510

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

GEOGRAPHY COURSES (GEOG)

GEOG 101: The Physical Environment
3.0 Units. 3 lecture hrs/wk. No prerequisite.
Description, explanation and world distribution of the natural phenomena that constitute man’s physical environment. The phenomena surveyed include earth-sun relationships, weather, climate, soils, and landforms. Principles of map construction and interpretation are also studied. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

GEOG 101L: Physical Environment Laboratory
1.0 Unit. 3 lab hrs/wk. Prerequisite: GEOG 101 or concurrent enrollment.
Practical observations and applications of the geographic grid, atlases and topographic maps; rocks and tectonic activity, weather and climate, and natural vegetation and soils. Exercises are designed
to supplement GEOG 101. Classes meet periodically at off-campus locations within Marin County and students are expected to provide their own transportation. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5C

GEOG 102: The Human Environment
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This course offers students an overview of the interrelationships between human societies and the environment. It examines population distribution and growth, migrations, environmental modifications, and the spatial distribution of phenomena such as language, religion, economic systems, and urbanization. (CSU/UC) AA/AS Area B, CSU Area D-5, IGETC Area 4

GEOG 109: Geography of California
3.0 Units. 3 lecture hrs/wk. No prerequisite.
An introduction to the tools of geography, to the systems approach to the study of the physical and biological elements of California’s landscape, to the distribution patterns of these elements, and to the significance of such patterns. (CSU/UC) AA/AS Area A or B, CSU Area D-5, IGETC Area 4

GEOG 112: Meteorology and Climatology
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This survey course in climatology and meteorology introduces students to the atmospheric sciences and the consequences that face the floral and faunal assemblage of the earth as man and nature continue to alter the atmosphere and subsequent climate. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

GEOG 116: Field Geography, Marin County
1.0 Unit. 0.9375 lecture and 0.9375 lab hrs/wk. Repeat: 3. No prerequisite.
Each offering includes field exposure and experience with data collection techniques related to Marin's bio-geographic zones, geologic bedrock and soils characteristics, hydrological, atmospheric, and cultural geographic characteristics. (CSU)

GEOG 125: Introduction to Geographic Information Systems
3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: Familiarity with Windows operating system and software is highly recommended.
This interdisciplinary course explores Geographic Information Systems (GIS) for acquisition, storage, management, analysis, modification, and presentation of spatial data. Using lecture with hands-on computer time, the course introduces GIS through the use of ArcGIS software, Google Earth, and GPS software. Includes a project module that stresses accession and application of data in the student’s chosen academic area of interest. (CSU/UC)

GEOLOGY
Geologists are curious about the world in which they live. The earth is their laboratory. Geology is the fundamental discipline used to explain the natural earth systems that shape our changing planet. Today the majority of geoscientists are employed in the environmental fields, but many are also employed in the exploration for and production of natural resources.

Career Options
Aerial Photo Interpreter, Earth Historian, Environmental Geologist, Exploration Geophysicist, Field Geologist, Geochemist, Geological Engineer, Geological Technician, Geology Drafter, Hydrologist, Laboratory Research Worker, Map Editor, Meteorologist, Mining Geologist, Oceanographer, Paleontological Assistant, Paleontologist, Park Naturalist, Petroleum Geologist, Petrologist, Prospector, Research Scientist, Scientific Illustrator, Sedimentologist, Seismologist, Soils Engineer, Teacher, Technical Writer, Tester, Weather Observer

Faculty
Steven Newton
Department Phone: (415) 485-9510

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

A.S. IN GEOLOGY
While students may take classes at both campuses, the majority of courses required for the major are offered at the Kentfield Campus.

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
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<tr>
<td>CHEM 131 General Chemistry I</td>
<td>5</td>
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<tr>
<td>CHEM 132 General Chemistry II</td>
<td>5</td>
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<tr>
<td>GEOL 120 Physical Geology</td>
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<td>GEOL 120L Physical Geology Lab</td>
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<td>GEOL 121 Historical Geology</td>
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<td>GEOL 125 Field Geology I</td>
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<td>OR</td>
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<tr>
<td>GEOL 126 Field Geology II</td>
<td>2</td>
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<tr>
<td>GEOL 201 Elementary Mineralogy</td>
<td>4</td>
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<tr>
<td>MATH 104 Plane Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 108A General Physics I</td>
<td>4</td>
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<tr>
<td>PHYS 108B General Physics II</td>
<td>4</td>
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<tr>
<td><strong>TOTAL UNITS</strong></td>
<td><strong>35 to 35.5</strong></td>
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</tbody>
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GEOLOGY COURSES (GEOL)

GEOL 099: General Science
3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as GEOL 99 or BIOL 99; credit awarded for only one course.
This late-start course is designed for students who have not reached the level of success they desired in high school or college science courses and for individuals returning to school after an extended absence. The course covers basic scientific principles and concepts of the physical and life sciences and prepares students to move into other science classes with the information, understanding, and
skills required to succeed. Introductory topics in biology, chemistry, geography, geology, meteorology, and physics are discussed.

**GEOL 101: Geological Field Excursions to National Parks**
1.0 Unit. 1 TBA hrs/wk. No prerequisite. Corequisite: GEOL 102. There will be three 2-day field trips.
An opportunity to see and understand more fully the geology, landforms, and natural environment of national parks. The course is repeatable if different national parks are studied. (CSU)

**GEOL 102: Geologic Setting of the National Parks**
2.0 Units. 2 lecture hrs/wk. No prerequisite.
Designed to enrich the student’s knowledge of the natural environments of national parks, with emphasis on parks of the western hemisphere. (CSU)

**GEOL 103: Environmental Geology**
3.0 Units. 3 lecture hrs/wk. No prerequisite.
The fascinating study of the interactions of the human race and the physical environment. The course centers on how mankind alters the physical environment to better suit our immediate needs, and how these alterations dictate the course of our future. The emphasis is always on the balance between short-term reward and long-term consequence. Field trips may be offered. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

**GEOL 107: Introduction to Rocks and Minerals**
2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite.
A course for anyone interested in learning about the types of rocks and minerals that form the bedrock below their feet. Lectures focus on the dynamic geo-tectonic processes that form these stones; laboratory investigations develop skills and techniques necessary for identification of common minerals and rocks. Field trips to local sites of interest may be included. A portion of the course is dedicated to optical mineralogy, petrography, and basic lapidary techniques. (CSU)

**GEOL 109: General Oceanography**
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This survey course in ocean science introduces the physical and biological processes that have formed, and maintain the health of, the earth’s oceans and seas. The course is particularly important for students considering a career in marine science or technology, and is strongly encouraged for environmental science majors. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

**GEOL 110: Earth Science**
3.0 Units. 3 lecture hrs/wk. No prerequisite. Not open to students who have taken or are taking GEOL 120.
This course introduces the basic principles of geology, emphasizing plate tectonics, mineralogy, petrology, paleontology, and the formation of landforms. Field trips to local areas of interest. This nonlaboratory course is intended for non-majors. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

**GEOL 114: Geology of California**
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This course introduces the geological processes responsible for the formation of this state’s incredibly diverse and strikingly beautiful landscape. Emphasizes the tectonic and erosional forces that have formed and continue to alter California’s landforms and rich mineral resources. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

**GEOL 115: Volcanoes**
1.0 Unit. 1 lecture hrs/wk. No prerequisite.
This course on the nature and force of volcanic eruptions acquaints students with the earth’s major volcanic landforms, the tectonic processes responsible for their eruptive character, the specific types of eruptions they generate, and the rock forms they produce. (CSU)

**GEOL 116: Volcanoes and Earthquakes**
2.0 Units. 2 lecture hrs/wk. No prerequisite.
An introduction to the geological workings of Earth, focusing on the study of the causes, processes, and products of volcanoes and earthquakes. Great natural disasters and scientific efforts to predict such disasters are studied. (CSU/UC)

**GEOL 120: Physical Geology**
3.0 Units. 3 lecture hrs/wk. No prerequisite.
A study of the evolution of the Earth and the dynamic disequilibrium that exists between the lithosphere, hydrosphere, atmosphere, and biosphere. The course focuses on rocks, minerals, geologic structures and landforms. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

**GEOL 120L: Physical Geology Laboratory**
1.0 Unit. 3 lab hrs/wk. Prerequisite: GEOL 120 or concurrent enrollment.
This laboratory involves hands-on interaction with minerals, rocks, maps, and geologic computer programs. This course is meant as a complement to GEOL 120 (Physical Geology), though students may take the courses at separate times. Field trips to local areas of interest may be included. (CSU/UC) AA/AS Area A, CSU Area B-3, IGETC Area 5C

**GEOL 121: Historical Geology**
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisites: GEOL 120 and 120L.
The study of the evolution, over geologic time, of the land and life forms of the planet Earth as observed in the rock and fossil record. The course examines the dynamic changes in the surface condition of the Earth’s environment—the very alterations that have caused five mass extinctions in the biosphere. Students evaluate the evolution of landscapes by observing them firsthand, in the field. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A and 5C

**GEOL 125: Field Geology I**
2.5 Units. Repeat: 1. Prerequisite: GEOL 110 or 120 or concurrent enrollment. Seventy-eight and three-fourths hours of field investigation to be arranged over three weekends, and sixteen lecture hours to be arranged.
Lecture and field trips introduce geologic field studies, and acquaint students with the geology and geologic history of Northern California. (CSU/UC)
GEOL 126: **Field Geology II**
2.0 Units. Repeat: 3. Prerequisite: GEOL 120. Corequisite: GEOG 101. Contact instructor before enrolling. A ten-day field trip during the spring break and twelve lecture hours to be arranged.

The study of geologic phenomena in selected areas of the Western United States. The course covers fundamental principles of field geology including rock identification, geologic mapping, and structural interpretation of various terrains. Students must be in good physical condition. (CSU/UC)

GEOL 127A: **Extended Field Studies**
1.5 Units. Repeat: 3. Prerequisite: GEOL 120. A seven-day field trip and eight lecture hours to be arranged.

A one-week field investigation of a selected area. (CSU)

GEOL 127B: **Extended Field Studies**
3.0 Units. Repeat: 3. Prerequisite: GEOL 120. A fourteen-day field trip and sixteen lecture hours to be arranged.

A two-week field investigation of selected areas in the Western United States. Students emerge from this field experience with a suite of rocks, minerals and fossils of various time periods, and an appreciation of the unique geology of the West and of the science of geology in general. (CSU)

GEOL 128: **Geologic Studies of Point Reyes and the San Andreas Fault**
2.0 Units. Repeat: 1. No prerequisite. A three-hour meeting is required at the beginning for logistics. Five eight-hour sessions.

Marin County is blessed with an extraordinary geology. This course focuses on the Point Reyes Peninsula and its relationship to the San Andreas Fault System. The course meets for a total of 40 hours at geologically unique locations chosen to illustrate the geological features and geological history of this portion of the county through field lecture, direct observation and geological exercises. (CSU)

GEOL 129: **Field Studies of Marin East of the San Andreas Fault**
2.0 Units. No prerequisite. A three-hour meeting is required at the beginning for logistics. Five eight-hour sessions.

Marin County is blessed with an extraordinary geology. This field lecture course focuses on the area east of the San Andreas Fault. The course meets for a total of 40 hours at geologically unique locations chosen to illustrate the geological features and geological history of this portion of the county through field lecture, direct observation and geological exercises. (CSU)

GEOL 140: **Environmental Field Techniques**
1.0 Unit. 3 lab hrs/wk. No prerequisite. Can be taken as GEOL 140 or BIOL 140; credit awarded for only one course.

This course is designed to teach the fundamentals of environmental sampling and monitoring. Topics include surveying and mapping; data collection and management; and hydrological, geological, and biological assessment methods. This course is field based, and emphasizes the mastery of practical field techniques. (CSU)

GEOL 142: **Environmental Policy and Decision-Making**
3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as GEOL 142, BIOL 142, or ENVS 142; credit awarded for only one course.

Environmental policy and subsequent regulation is one way of managing the relationship between human activities and their effects on natural ecosystems. This course is a study of federal, state, and local environmental legislation and its history. The course chronicles America’s awakening to environmental issues and the ways in which decisions affecting the environment occur. The content of the course is vital to environmental policymakers, scientists, and advocates. (CSU/UC)

GEOL 145: **Ethics in Science**
3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as GEOL 145 or BIOL 145; credit awarded for only one course.

This course explores some of the most pressing issues facing our society today. It enables students to investigate and understand the controversies surrounding current and future technologies, and helps them make rational decisions when faced with situations in their own lives and at the voting booth. The course is appropriate for both science and nonscience majors. (CSU/UC) AA/AS Area C

GEOL 201: **Elementary Mineralogy**
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: GEOL 120.

An introduction to the basic principles of mineralogy including crystallography; the basic concepts of physical, chemical, and optical mineralogy; and the formation and occurrence of mineral deposits. Laboratory work includes the determination of minerals by physical properties, chemical tests with the use of the blowpipe, crystal morphology, and the study of minerals in thin section under the polarizing microscope. (CSU/UC) CSU Area B-1 or B-3, IGETC Area 5A and 5C

GEOL 250: **Scientific Research and Reporting**
1.0 Unit. 1 lecture hrs/wk. No prerequisite. Advisories: BIOL 110 and GEOL 120. Can be taken as GEOL 250 or BIOL 250; credit awarded for only one course.

A hands-on, individualized course designed to walk learners step by step through a scientific research project of their choice. The final report of their findings will be delivered at a professional meeting. This course is designed for science majors who have completed the first year of their curriculum and desire a hands-on, real world experience in science. (CSU/UC)
HEALTH EDUCATION

The field of health education promotes physical health and wellness, exploring important issues such as weight control, nutrition, and stress management. Coursework in this field can lead to certification as a personal fitness trainer, or can prepare students for other careers as wellness and fitness professionals.

Career Options
Activity Specialist, Adaptive Physical Education Specialist, Athletic Club Manager, Athletic Manager, Athletic Trainer, Camp Director, Coach, Corrective Therapist, Emergency Medical Technician, Fire Fighter, Health Club Staff Member, Massage Therapist, Personal Fitness Trainer, Physical Therapist, Public Health Educator, Recreation Leader/Director, Recreation Therapist, Teacher/Instructor

Faculty
Cheryl Rogow, Kathleen Smyth
Department Phone: (415) 485-9580

Personal Fitness Trainer Skills Certificate
The Personal Fitness Trainer Skills Certificate constitutes a skill and knowledge set that enables students to either begin or advance in their already existing PFT careers.

Advised for the Certificate:
HED/PE 116 - Career Opportunities in Wellness and Fitness (3 units)

REQUIREMENTS

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>UNITS</th>
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<td>Core 1 (choice of one of the following)</td>
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<tr>
<td>PE/Biol 107 Human Biology</td>
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<tr>
<td>HED/PE 143 Introduction to Sports Medicine</td>
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<td>Core 2 (choice of one of the following)</td>
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<tr>
<td>HED/PE 119 Effective Teaching Strategies in Wellness and Fitness</td>
<td>3</td>
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<tr>
<td>PE 120 Introduction to Sport and Exercise Psychology (also offered as PSY 130)</td>
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<td>Core 3 (choice of one of the following)</td>
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<tr>
<td>PE 121 Personal Trainer Certification Course</td>
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<tr>
<td>PE 122 Exercise for Adults with Special Needs - Instructor Certification</td>
<td>3</td>
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<tr>
<td>Core 4 (choice of one of the following)</td>
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<tr>
<td>Biol 100 Nutrition</td>
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<td>HED 115 Weight Control, Exercise and Nutrition</td>
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<tr>
<td>Core 5</td>
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<tr>
<td>Fire 215 Advanced First Aid/First Responder or equivalent proof of current AED/CPR/First Aid Certifications</td>
<td>2</td>
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<td>Electives</td>
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<tr>
<td>Bus 135 Managing Change and Innovation</td>
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<tr>
<td>One Physical Activity course</td>
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<td>Or</td>
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<tr>
<td>Any 2 Physical Activity courses (must be two different courses)</td>
<td>2</td>
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<td>TOTAL UNITS</td>
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</table>

HEALTH EDUCATION COURSES (HED)

HED 112: Drugs and Society
3.0 Units. 3 lecture hrs/wk. No prerequisite.

This course covers the historical, sociological, physiological, pharmacological, and legal aspects of drugs, and emphasizes the effects of tobacco, alcohol, narcotics, restricted drugs, and other substances.

Nutrition, genetics, environment, and poly-drug factors concerning drug actions are discussed. The various education, prevention, treatment, and rehabilitation approaches to the problem of drug abuse are covered. (CSU) CSU Area E

HED 114: Introduction to Kinesiology
3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as HED 114 or KIN 114; credit awarded for only one course.

This course introduces students to the discipline of kinesiology, focusing on the importance of physical activity, the knowledge base of the discipline, and careers in physical activity professions. (CSU)

HED 115: Weight Control, Exercise and Nutrition
3.0 Units. 3 lecture hrs/wk. No prerequisite.

This course is designed as an educational support program and resource center for individuals who desire to develop or desire to help others develop a healthier lifestyle, including weight management, exercise, and proper nutritional behaviors. The latest research in the wellness and fitness field is emphasized. (CSU/UC)

HED 116: Career Opportunities in Wellness and Fitness
3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as HED 116 or KIN 116; credit awarded for only one course.

This course surveys various career opportunities in the field of wellness and fitness. Students learn about the different academic pathways and certifications necessary to become a qualified professional in this field. Current wellness and fitness professionals are interactive guest speakers to aid students in their goal process. (CSU)

HED 118: Sports Nutrition for Health and Performance
3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as HED 118 or KIN 118; credit awarded for only one course.

This course is designed for personal fitness trainers, athletes, coaches and parents who are seeking sports-specific nutrition for aerobic, anaerobic and speed-endurance training. Topics include fueling the athlete, energy systems, metabolism, hydration, sports nutrition products, ergogenics, weight management, and sports-specific nutritional needs to improve athletic performance. (CSU)

HED 119: Effective Teaching Strategies in Wellness and Fitness
3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: HED 116 or KIN 116. Can be taken as HED 119 or KIN 119; credit awarded for only one course.

This course is designed to help students become more effective wellness and fitness professionals. Students 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)

HED 130: Contemporary Health Issues
3.0 Units. 3 lecture hrs/wk. No prerequisite.

This course includes, but is not limited to, the study of physical and psychological health, creating healthy relationships, avoiding and overcoming harmful habits, prevention of disease, and developing healthy lifestyles. (CSU/UC) CSU Area E
HED 140: Stress Management and Health
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This course examines the theoretical framework of stress and stress-management techniques. Areas of study include defining stress, understanding psychological theories of stress, causes of stress, and health consequences of stress. Students examine and analyze strategies to manage and cope with stress, such as time management, relaxation techniques, communication skills, diet, and exercise. (CSU/UC) CSU Area E

HED 143: Introduction to Sports Medicine
3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: KIN 107 or BIOL 107. Can be taken as HED 143 or KIN 143; credit awarded for only one course.
This course introduces methods of prevention, recognition, evaluation, rehabilitation, reconditioning, taping, and immediate care of athletic injuries to the upper and lower extremities. The course can benefit coaches from all sports, students interested in the athletic training profession, and the physically active individual. Anatomy, mechanism-of-injury, and pathology are stressed. (CSU/UC)

HED 216A: American Red Cross Lifeguard Training
1.5 Units. 1 lecture and 1.5 TBA hrs/wk. Repeat: 3. Prerequisite: Students must be able to perform the following pretest: [1] Tread water continuously in the diving pool for two minutes using legs only; [2] Swim 500 yards continuously with no time limit using the following strokes: crawl stroke, breast stroke, side stroke for at least 100 yards each; [3] Submerge to a minimum depth of seven feet and retrieve a ten-pound object and return to the surface with the object at no time limit. Can be taken as HED 216A or KIN 216A; credit awarded for only one course.
This course is designed for those desiring to fulfill the requirements for the American Red Cross Lifeguard Certification. (CSU)

HISTORY

History is an evolving record of human emotions, human aspirations, and human successes and failures. Historians deal with goals, fears, interests, and prejudices of people in the past and the impact of their thoughts and actions on the people of today and tomorrow. The study of history is a valuable adjunct for many careers both inside and outside of the social sciences.

Career Options

Faculty
Yolanda Bellisimo, Henry D. Fearnley, Walter B. Turner
Department Phone: (415) 485-9630

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

HISTORY COURSES (HIST)

HIST 100: Major Trends and Selected Topics in American History
3.0 Units. 3 lecture hrs/wk. No prerequisite.
History of the United States from its Native American and colonial background to the present. Social, economic, and political institutions and developments are examined. HIST 100 may fulfill the transfer requirement for those majoring in non-social science fields. (CSU/UC) AA/AS Area B or F, CSU Area D-6, IGETC Area 4, CSU US History, Constitution, and American Ideals

HIST 101: World History I: Origins of the Major Traditions
4.0 Units. 4 lecture hrs/wk. No prerequisite.
Beginning with the earliest transitions of human societies to sedentary communities, this course investigates the original river-based civilizations of Mesopotamia, Egypt, India, and China; the evolution of early societies in Sub-Saharan Africa and the pre-Columbian Americas; major Eurasian states and empires of antiquity (Hellenic, Persian, Chinese, Indian, Roman); major pre-Columbian civilizations including Inca, Maya, and the Valley of Mexico; and the transformations of the post-classical world, with emphasis on the impacts of the universalizing traditions of Christianity, Islam and Buddhism. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

HIST 102: World History II: Evolution of the Modern World
4.0 Units. 4 lecture hrs/wk. No prerequisite.
Beginning with the overseas voyages of discovery during the 15th century C.E., this course traces the growing complexity of global interaction associated with early modern societies in their pre-industrial phases. The focus includes demographic, institutional, cultural, material, and epidemiological aspects of trans-continental and trans-oceanic exchanges. The second half of the course examines societies from a global perspective as they come to be transformed by the revolutionary forces of industrialization and secular ideologies, producing the rise and fall of states and empires, the unleashing of two world wars and countless regional conflicts, and redefining the nature of a contemporary world increasingly globalized and interdependent, but fraught with perils and challenges. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

HIST 103: Science, Technology, and Civilization
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This course is a nontechnical introduction to the history of science and technology, examining their impact on civilization, including significant social, political, religious, ethical, artistic and intellectual repercussions resulting from scientific and technological advances. Themes and topics include (but are not limited to) the Neolithic Revolution, ancient Greek mathematics and cosmology, Islamic civilization, Chinese alchemy, the Copernican Revolution and Newtonian synthesis, the industrial and biological revolutions of the eighteenth and nineteenth centuries, and twentieth century
transformations (relativity, the atom, genes and DNA, cyberspace, string theory). (CSU/UC) AA/AS Area B

HIST 109: History of California
3.0 Units. 3 lecture hrs/wk. No prerequisite.
A survey of California’s past through the Native American, Spanish, Mexican, and American periods. Among the topics covered are the California missions, the Gold Rush era, San Francisco’s “Victorian” era, and recent political, economic, social, cultural and democratic developments. (CSU/UC) AA/AS Areas B & G, CSU Area D-6, IGETC Area 4

HIST 110: Western Civilization I: to 1350
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This course examines Western Civilization from its Middle Eastern origins through the classical Greek and Roman civilizations and the Middle Ages. (CSU/UC) AA/AS Area B, CSU Area C-2 and D-6, IGETC Areas 3B and 4
Note: History 110, 111, and 112 may be taken in any sequence and require no prerequisites. They are especially recommended for students who intend to pursue their education toward a Bachelor’s degree.

HIST 111: Western Civilization II: 1350 to 1815
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This course examines Western Civilization during the Renaissance, the Enlightenment, through the French Revolution and the Napoleonic era, concluding with the Congress of Vienna. (CSU/UC) AA/AS Area B, CSU Area C-2 and D-6, IGETC Areas 3B and 4
Note: History 110, 111, and 112 may be taken in any sequence and require no prerequisites. They are especially recommended for students who intend to pursue their education toward a Bachelor’s degree.

HIST 112: Western Civilization III: the 19th and 20th Centuries
3.0 Units. 3 lecture hrs/wk. No prerequisite.
A study of Western Civilization during the nineteenth and twentieth centuries beginning with the Congress of Vienna and concluding with the contemporary world. This course examines the growth of industrial civilization, nationalism and imperialism, the interaction of the West with the non-Western world, and idealism and realism in the experience of Western Civilization. Analysis involves the search for artifacts such as continuity and change in patterns of development and motivation. (CSU/UC) AA/AS Area B, CSU Area C-2 and D-6, IGETC Areas 3B and 4
Note: History 110, 111, and 112 may be taken in any sequence and require no prerequisites. They are especially recommended for students who intend to pursue their education toward a Bachelor’s degree.

HIST 117: History of the United States I
3.0 Units. 3 lecture hrs/wk. No prerequisite.
A survey of the economic, political, social, and cultural evolution of the United States from its pre-Columbian beginnings through the Civil War. (CSU/UC) AA/AS Area B or F; CSU Area D-6, IGETC Area 4, CSU US History, Constitution, and American Ideals Note: History 117 and 118 are recommended (instead of History 100) or required for majors and minors in history, teaching, social science, pre-legal, and certain other areas.

HIST 118: History of the United States II
3.0 Units. 3 lecture hrs/wk. No prerequisite.
A survey of the economic, political, social, and cultural evolution of the United States from 1865 to the present. (CSU/UC) AA/AS Area B or F, CSU Area D-6, IGETC Area 4, CSU US History, Constitution, and American Ideals Note: History 117 and 118 are recommended (instead of History 100) or required for majors and minors in history, teaching, social science, pre-legal, and certain other areas.

HIST 125: Research Methods and Term Papers in History
3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: Eligibility for ENGL 150. Can be taken as ECON 125, ETST 125, HIST 125, POLS 125, or SSC 125; credit awarded for only one course.
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. 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. (CSU/UC)

HIST 206: History of Russia
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This course surveys Russian history from the earliest times through the collapse of the Soviet Union and the emergence of its successor states. It emphasizes the unique features of Russia’s past and commonalities Russian history shares with histories of other societies and traditions. Special attention is given to the nature and demise of the Soviet Union, and to the transitional and successor states of the late twentieth and early twenty-first centuries. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

HIST 211: Women in American History and Politics
3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as HIST 211 or POLS 211; credit awarded for only one course.
This course, a social and political history of women and women’s movements in American society, examines the development of American institutions and ideals with respect to women’s roles and status; analyzes women’s relationship to economic, political, and social processes; explores cultural models of womanhood; and examines how women define themselves and how they have enacted change. Key themes include the diversity of American women and developing a framework for understanding gender in relation to race, ethnicity, class, sexuality, and religion. Includes research in both primary and secondary sources. (CSU/UC) AA/AS Areas B, F, or G; CSU Areas D-4, D-6, and D-8; IGETC Area 4

HIST 212: History of Politics of Modern Asia
3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as HIST 212 or POLS 212; credit awarded for only one course.
This course introduces the history and politics of Asia since 1945, including the study of East, South, and Southeast Asia. The course emphasizes the political outcomes of the development of Asia as a consequence of both internal societal influences as well as external political and economic pressures. (CSU/UC) Area D-6 and D-8 IGETC Area 4
HIST 214: **History of Latin America**  
3.0 Units. 3 lecture hrs/wk. No prerequisite.  
A historical survey of Latin America beginning with pre-Columbian societies. The course investigates European colonization, colonial culture combined with native culture and national emergence in the nineteenth century. It also covers the economic maturity of the twentieth century, the emergence of indigenous culture, and Latin America’s striving for independent identity. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

HIST 215: **History of England**  
3.0 Units. 3 lecture hrs/wk. No prerequisite.  
This survey course covers the full sweep of English political, economic, cultural, and social history from pre-Roman times to the present and its powerful influence on the English-speaking world. Among the primary themes addressed are the evolution of parliamentary democracy and constitutional monarchy, the role and significance of religious strife, the development of the industrial revolution, and the advent of imperial expansion and decline. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

HIST 216: **History of Mexico**  
3.0 Units. 3 lecture hrs/wk. No prerequisite.  
A study of Mexico beginning with pre-Columbian societies, this course examines how the social, cultural, and political changes under Spanish colonization led to the independence movement and a search for national identity. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

HIST 238: **History of Africa**  
3.0 Units. 3 lecture hrs/wk. No prerequisite.  
A historical and political survey of the African continent, from the early geographical and anthropological background to twenty-first-century African developments. The course provides a basis for understanding the developments that have shaped the various peoples, countries, and regions of Africa. Key themes include unity with diversity, influences of geography and trade, Nile Valley cultures, Africa’s contacts with Europe and Asia, influences of colonialism and independence, and the global realities of twenty-first century Africa. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

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**HUMANITIES**

Courses in humanities enable students to seek an understanding of a broad cross section of cultural experience through such disciplines as literature, art, and other visual forms.

**Career Options**  
Classictist, Journalist, Minister, Peace Corps Worker, Teacher

**Faculty**  
John Marmysz  
Department Phone: (415) 485-9348

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

**A.A. IN HUMANITIES**  
The Humanities Program creates a broad base for the humanities major. The program also allows liberal arts students the opportunity to create an interdisciplinary major based on a particular interest.

**REQUIREMENTS**  

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
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<tr>
<td>Nine units in humanities to be chosen from the following:</td>
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<tr>
<td>HUM 100A Introduction to Humanities: Ancient Greece to Medieval Period</td>
<td>3</td>
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<tr>
<td>HUM 100B Introduction to Humanities: Renaissance to the Modern Period</td>
<td>3</td>
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<tr>
<td>HUM 114 The Long Search: An Introduction to the World's Religions</td>
<td>3</td>
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<tr>
<td>Or HUM 118 Introduction to World Religion</td>
<td>3</td>
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<tr>
<td>Or HUM 125 Myth, Symbol, and the Arts</td>
<td>3</td>
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In addition, nine units to be chosen from the following:  
(Please note: Students may not repeat courses chosen from the humanities courses listed above.)

**Architectural History**  
ARC 100 History of Architecture I | 3
ARC 101 History of Architecture II | 3
ARC 102 History of Architecture III | 3

**Art History**  
ART 101 History of Ancient Art | 3
ART 102 History of European Art | 3
ART 103 History of Modern Art | 3
ART 104 History of Asian Art | 3
ART 105 History of Contemporary Art | 3
ART 106 History of Women Artists | 3
ART 107 History of American Art | 3
ART 108 History of Arts of the Americas (also offered as ETST 108 or HUM 108) | 3

**Dance History**  
DANC 108 Dance History: Dancing - The Pleasure, Power, and Art of Movement | 3

**Film History and Criticism**  
HUM/FILM 109A History of Film: Beginning to 1950 | 4
HUM/FILM 109B History of Film: 1950 to Present | 4

**History of Theatre**  
DRAM 110 Introduction to the Theatre | 3
DRAM 112 Drama: Play, Performance Perception | 3
DRAM 116 Survey of Dramatic Literature: Ancient Greek to the Present | 3
DRAM 117 Survey of Dramatic Literature: Shakespeare and His Theatre | 3

**Humanities**  
HUM 100A Introduction to Humanities: Ancient Greece to Medieval Period | 3
HUMANITIES COURSES (HUM)

HUM 100A: Introduction to Humanities: Ancient Greece to the Medieval Period
3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent.
This humanities sequence introduces students to Western culture. This course focuses on the epics, philosophy, and architecture of Greek and Roman culture, and the themes and conflicts the modern world has inherited. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

HUM 100B: Introduction to Humanities: Renaissance to the Modern Period
3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent.
This humanities sequence introduces students to Western culture. This course focuses on the developing Renaissance and the impact on Europe’s “rebirth” of Asian and Arabic ideas; the scientific revolution of Shakespeare’s England; the political revolutions of the seventeenth and eighteenth centuries; Romanticism; the new paradigms of Freud, Marx, and Darwin; and the Age of Anxiety. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

HUM 107: Humanities through the Arts
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This course surveys the full range of artistic expression from ancient times to the present, examining the relation between human creativity and the larger cultural setting. Through 15 hours of videotaped programs hosted by poet Maya Angelou, students can observe how various art forms—painting and music, sculpture and architecture, drama and film—all reflect humankind’s continuing quest for dignity and meaning. This self-paced course offers the non art specialist an accessible introduction to the interplay of art forms evolving over the centuries. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

HUM 108: History of Arts of the Americas
3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as HUM 108, ETST 108, or Art 108; credit awarded for only one course.
This course covers a selection of the art and visual culture of the Americas: North, Central, and South America, and the Caribbean. Art of the United States focuses on works from the culturally diverse peoples of the Bay Area. (CSU/UC) AA/AS Areas C & G, CSU Area C-1, IGETC Area 3A

HUM 109A: History of Film: Beginning to 1950
4.0 Units. 4 lecture hrs/wk. No prerequisite. Can be taken as HUM 109A or FILM 109A; credit awarded for only one course.
This course offers a chronological survey of narrative film as art, business, technology, and politics from the beginning of the movies in the 1890s to post World War II. Periods and movements covered include the Silent Era, German Expressionism, Soviet Avant Garde and editing of the 1920s, French classicism, American Studio Period and sound, as well as the history of censorship in the United States. Classroom screenings of representative films. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

HUM 109B: History of Film: 1950 to the Present
4.0 Units. 4 lecture hrs/wk. No prerequisite. Can be taken as HUM 109B or FILM 109B; credit awarded for only one course.
This course offers a chronological and international survey of film as art, business, technology, and as an expression of the culture and politics of the times and places from which it emerges. Topics include post-1940s film noir, neorealism, the French New Wave, “art cinema,” documentary film, national cinemas throughout the world, and independent film directors and movements in the 21st century. Classroom screenings of representative films. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

HUM 114: The Long Search: An Introduction to the World’s Religions
3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent. Students may receive credit for HUM 114 or 118, but not both courses.
Thirteen one-hour cassettes in this series trace the journey of a lone traveling host on his global search for religious understanding. Along the way he witnesses the modern interpretation of new and ancient religions, studying each religion’s history as well as its relationship to the host society. Class meetings with the instructor augment the videocassette tapes with lecture and discussion. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B
HUM 118: Introduction to World Religions
3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent. Students may receive credit for HUM 118 or 114, but not both courses.
An introduction to the major religious traditions of the world and the spiritual practices of preliterate or primal religions. The course focuses equally on East and West, principles and practice, history and psychology. Examples of the art, music and literature of Hinduism, Buddhism, Islam, Chinese Religion, Judaism, Christianity and primal religions are presented to enhance the experience and understanding of the religions. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

HUM 125: Myth, Symbol, and the Arts
3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.
This course examines myth and folklore from a variety of cultures in order to see the function and role of myth in culture, how mythic symbols work in literature and the arts, and how these symbols have a psychological and cultural relevance to people today. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

HUM 128: Art Field Trips
1-4 Units. 0.75 lecture and 0.75 lab hrs/wk. Repeat: 3. No prerequisite. Can be taken as Art 128, ETST 128, or HUM 128; credit awarded for only one course.
A complement to art history and studio art courses, this course allows students to experience the art and architecture of sites like New York, Mexico City, and Rome first-hand. Pre-trip lectures set up background for an intensive field trip(s) that may include visits to museums, galleries, libraries, artists’ studios, and to architectural and archeological sites where lecture, discussion, and personal exploration take place. May be used to bring students to a major media-specific conference. (CSU)

HUM 242: Global Writings
3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent. Can be taken as HUM 242 or ENGL 242; credit awarded for only one course.
The cultural diversity and complex history of our globalized world are explored through a variety of contemporary writings. Discussion and analyses of representative texts focus on colonial exploitation, political domination, liberation, formations of racism, gender inequality, expressions of cultural power, ethnic conflict and division, immigration and migrancy, and processes of globalization. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

INDEPENDENT STUDY
Independent study courses are offered in most disciplines and are designed to give students an opportunity to participate in enriched academic experiences not covered within the scope of available curriculum offerings. Students plan and execute a project under an instructor’s direction.
Students interested in registering for independent study should contact the discipline instructor to obtain an Application for Independent Study (instructor contract). The completed Application and an Add Card must then be submitted to the Office of Admissions and Records.

INDEPENDENT STUDY COURSES

249ABC: Independent Study
1-3 Units. Limit to Enrollment: One course in the discipline and/or prerequisite(s) determined by the appropriate discipline. Prior arrangement with instructor is required. Three laboratory hours weekly per unit. Students are limited to 4 enrollments (maximum of 12 units) of independent study. Independent study courses may be taken more than once for credit provided the same topic is not repeated.

ITALIAN
A major reason for studying the Italian language is the enrichment of one’s intellectual growth in the context of the rest of the world. In learning Italian one also learns about the culture, philosophy, and civilization of another people, thereby broadening understanding of the world. On the practical side, any field of specialization (journalism, medicine, law, business, teaching) is enhanced if one can speak another language. In California, knowledge of a modern language is now required in many jobs that deal with the public such as Civil Service, social work, nursing, and other service-oriented fields.

Career Options

Faculty
Michele Martinisi, Rossana Pagani

Department Phone: (415) 485-9348

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

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

ITAL 101: Elementary Italian I
5.0 Units. 4 lecture and 3 lab hrs/wk. No prerequisite.
A beginning course offering study and practice in speaking, understanding, reading, and writing Italian, along with exploration of cultural aspects of Italy. The three-hour weekly laboratory requirement enhances the student’s verbal and comprehension skills through the use of audiovisual materials. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 6: UC Language other than English

ITAL 102: Elementary Italian II
5.0 Units. 4 lecture and 3 lab hrs/wk. Prerequisite: ITAL 101.
Further emphasis on the structure of the language, verbal communication, and understanding the Italian culture. Continued use of the language laboratory for further mastery of the language. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

ITAL 108A: Italian Culture Through Cinema
3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: ITAL 101.
This course introduces students to prominent films that portray historical and sociocultural aspects of Italian society. Topics include fascism, colonialism, World War II, the Holocaust, the economic struggle and miracle of postwar Italy, organized crime, and the role of Italy in the modern world. (CSU)

ITAL 110: Conversational Italian I
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite.
Use of modern colloquial Italian in conversation and the study of elementary grammar. Designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar. Oral practice in speaking, understanding, and correct pronunciation of Italian, using online and audiovisual materials depicting everyday situations. (CSU)

ITAL 112: Conversational Italian II
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: ITAL 101 or 110.
Continued use of modern colloquial Italian in conversation and the study of elementary grammar. Designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar. Continued oral practice in speaking, understanding, and correct pronunciation of Italian, using audiovisual materials depicting everyday situations. (CSU)

ITAL 114: Conversational Italian III
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: ITAL 102 or 112.
Continued use of modern colloquial Italian in conversation and the study of elementary grammar. Designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar. Continued oral practice in speaking, understanding, and correct pronunciation of Italian, using online and audiovisual materials depicting everyday situations. (CSU)

ITAL 203: Intermediate Italian III
5.0 Units. 4 lecture and 3 lab hrs/wk. Prerequisite: ITAL 102.
In-depth study of Italian with grammar review, composition, and introduction to literature. The language laboratory offers the use of audiovisual materials for improved fluency and accuracy in pronunciation as well as the presentation of cultural and literary topics. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

ITAL 204: Intermediate Italian IV
4.0 Units. 4 lecture hrs/wk. Prerequisite: ITAL 203.
Continuation of study and practice in speaking, understanding, reading, and writing Italian. Completion of in-depth review of Italian grammar, as well as readings in literature, history, and culture of the Italian people. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

ITAL 225: Advanced Italian I
3.0 Units. 3 lecture hrs/wk. Prerequisite: ITAL 204.
Courses aimed at expanding the student's knowledge of the Italian language and civilization through the study of grammar and literature. Emphasis is placed on acquiring an advanced level of verbal expression in conversation, reading, and writing. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

ITAL 226: Advanced Italian II
3.0 Units. 3 lecture hrs/wk. Prerequisite: ITAL 225 or equivalent.
An advanced course offering practice in speaking, understanding, reading and writing Italian, emphasizing the civilization and culture of Italy. The course introduces literary analysis of short stories, poems and novels. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

ITAL 228: Italian Conversation and Culture Through Film
1.0 Unit 3 lecture hrs/wk. Prerequisite: ITAL 102.
This course introduces students to Italian cinema, culture, and language. Focus is on acquiring and improving conversational ability and cultural comprehension through the study of film. Students practice speaking and writing Italian extensively and build practical vocabulary, emphasizing comprehension and oral/written expression. (CSU/UC) AA/AS Area C

JAPANESE

A major reason for studying the Japanese language is the enrichment of one’s intellectual growth in the context of the rest of the world. In learning Japanese, one also learns about the culture, philosophy, and civilization of another people, thereby broadening understanding of the world. On the practical side, any field of specialization (journalism, medicine, law, business, teaching) is enhanced if one can speak another language. In California, knowledge of a modern language is now required in many jobs that deal with the public such as Civil Service, social work, nursing, and other service-oriented fields.

Career Options

Department Phone: (415) 485-9348
Policy Statement Regarding Sequence of Enrollment in Modern Language Classes
Although students are advised to enroll in language courses sequentially, they will not be precluded from enrolling in lower level language classes after completion of more advanced courses. Students should be aware, however, that units resulting from the lower level courses may not be accepted at transfer institutions as a part of the required transferring units.

Transfer
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JAPANESE COURSES (JPNS)

JPNS 101: Elementary Japanese I
5.0 Units. 4 lecture and 3 TBA hrs/wk. No prerequisite.
A beginning course offering study and practice in speaking, understanding, reading, and writing Japanese along with an exploration of the cultural aspects of Japan. The weekly laboratory requirement enhances students’ verbal and listening comprehension skills through use of the audiovisual materials. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 6: UC Language other than English

JPNS 102: Elementary Japanese II
5.0 Units. 4 lecture and 3 lab hrs/wk. Prerequisite: JPNS 101.
Students further develop their ability to speak, read, and write Japanese in this class. They increase their knowledge of Japanese culture and society, improve communication skills, and learn 100 Kanji characters. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B or 6: UC Language other than English

JPNS 105A: Japanese Kanji A
1.0 Unit. 1 lecture hrs/wk. No prerequisite. Advisory: JPNS 101.
Intensive study of Kanji characters to increase competence in reading and writing Japanese and understanding authentic materials. Covers characters introduced in JPNS 101. (CSU)

JPNS 105B: Japanese Kanji B
1.0 Unit. 1 lecture hrs/wk. No prerequisite. Advisory: JPNS 101.
Intensive study of Kanji characters to increase competence in reading and writing Japanese and understanding authentic materials. Covers characters introduced in JPNS 102. (CSU)

JPNS 105C: Japanese Kanji C
1.0 Unit. 1 lecture hrs/wk. No prerequisite. Advisory: JPNS 102.
Intensive study of Kanji characters to increase competence in reading and writing Japanese and understanding authentic materials. Covers characters introduced in JPNS 203. (CSU)

JPNS 105D: Japanese Kanji D
1.0 Unit. 1 lecture hrs/wk. No prerequisite. Advisory: JPNS 203.
Intensive study of Kanji characters to increase competence in reading and writing Japanese and understanding authentic materials. Covers characters introduced in JPNS 204. (CSU)

JPNS 108: Japanese Conversation through the Movies
1.0 Unit. 1.125 lecture hrs/wk. Repeat: 3. Prerequisite: JPNS 101.
This course offers intensive study of practical Japanese conversation via presentation of selected films of certain Japanese directors, such as Akira Kurosawa, Kon Ichikawa, or Masaki Shuo. Students read selections from the original novels or film scripts. May be taken more than once for credit provided the same topic is not repeated. (CSU) AA/AS Area C (three units)

JPNS 110: Conversational Japanese
4.0 Units. 3 lecture and 3 TBA hrs/wk. No prerequisite.
Use of modern colloquial Japanese in conversation and the study of elementary grammar. Designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar. Oral practice in speaking, understanding, and correct pronunciation of Japanese, using audiovisual materials depicting everyday situations. (CSU)

JPNS 112: Conversational Japanese II
4.0 Units. 3 lecture and 3 TBA hrs/wk. Prerequisite: JPNS 101 or 110.
Continued use of modern colloquial Japanese in conversation and the study of elementary grammar. Designed for students who want to learn the spoken language at a faster pace, with a minimum of formal grammar. Use of audio materials improves accuracy and fluency in pronunciation. (CSU)

JPNS 203: Intermediate Japanese III
5.0 Units. 4 lecture and 3 lab hrs/wk. Prerequisite: JPNS 102.
An in-depth study of Japanese, with grammar review, oral practice, composition, and introduction to literature. The language laboratory offers the use of audiovisual materials for improved fluency and accuracy in pronunciation as well as the presentation of cultural and literary topics. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

JPNS 204: Intermediate Japanese IV
4.0 Units. 4 lecture hrs/wk. Prerequisite: JPNS 203.
Continuation of the study and practice of speaking, understanding, reading, and writing Japanese. Completion of in-depth review of grammar, as well as readings in the literature, history, and culture of the Japanese people. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: Language other than English

JPNS 225: Advanced Japanese I
3.0 Units. 3 lecture hrs/wk. Prerequisite: JPNS 204.
This course is aimed at expanding students’ knowledge of Japanese language, culture, history, ways of thinking and geography, through
the study of advanced grammar, literature, essays and newspaper articles. Emphasizes the acquisition of an advanced level of verbal expression in discussion, reading and writing. (CSU) CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

**JOURNALISM**

The main goals of journalism courses are to prepare students to become accurate and thorough researchers and precise writers. The discipline emphasizes the need to think and write clearly and has a two-fold purpose: to prepare students for careers in newspaper work, television, and radio news or public relations, and to provide a study of mass media communications for students who desire to enhance their liberal education.

**Career Options**

Advertising Copywriter, Broadcaster, Feature Writer, Newspaper Writer, Photojournalist, Print Journalist, Public Relations Worker, Publications Editor, Publicist: Trade/Business/Labor, Writer/Editor

Department Phone: (415) 485-9348

**Transfer**

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

**JOURNALISM COURSES (JOUN)**

**JOUN 110: Introduction to Mass Communication and Media Literacy**

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: ECON 125 or ETST 125 or HIST 125 or POLS 125 or SSC 125. May be taken as JOUN 110 or COMM 110; credit awarded for only one course.

A critical survey of mass media from a humanities and social science perspective, this course provides an overview of the salient theories, history, and economic and social forces that shape mass media technologies and messages. Students examine the historical development of major print, electronic, interactive, and image-based media in terms of their sociocultural consequences and influence in order to more effectively interpret and make decisions about the meanings of mass media messages. (CSU/UC) AA/AS Area C, CSU Area D-7, IGETC Area 4G

**JOUN 115: Reporting and Writing for Mainstream Media**

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: ENGL 120 or 120SL.

This course introduces writing for the modern media including newspapers, Internet, television, radio, magazines, public relation, advertising, and photojournalism. Major topics include “the newsroom,” the ingredients of a news story, qualities of good writing and ethics, interviewing, gathering information, feature writing, press releases, obituaries, press conferences, “beats,” and the legal ramifications of reporting. Skills in reporting and writing a news story are developed through writing for the student newspaper or other publications. (CSU)

**JOUN 122: Newspaper and Media Production I**

3.0 Units. 9 lab hrs/wk. Repeat: 1. No prerequisite. Advisory: JOUN 115 or ENGL 150.

This laboratory course gives students the opportunity to apply their knowledge and skills in news writing and reporting for all journalistic-based media. Students in this course serve as the editorial board of the student newspaper, “The Echo Times;” together with JOUN 123, they produce the newspaper and its website. Students produce summaries and special leads, headlines, story and page designs. (CSU)

**JOUN 123: Newspaper and Media Production II**

3.0 Units. 9 lab hrs/wk. Repeat: 1. No prerequisite.

This laboratory course gives students who wish to help produce the student newspaper and work on its website, but who do not wish to be writers for the paper, the opportunity to develop their knowledge and skills in a variety of journalistic publication functions, including advertising, circulation, graphics, photography, desktop publishing, website design and maintenance, and development of digital journalism products such as audio slideshows. Together with JOUN 122, students in this class produce the student newspaper and website. (CSU)

**JOUN 160: Images of Race, Gender, and Class in the Media**

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as JOUN 160 or COMM 160; credit awarded for only one course.

This course is designed to help students become more “media literate” and socially aware by critically examining the role of the media in enabling, facilitating, or challenging various social constructions including race, ethnicity, gender, sexual orientation, age, and disability. The course addresses a variety of entertainment and news content in print and electronic media, and analyzes these texts within their historical context. (CSU/UC) AA/AS Areas C and G, CSU Area D-3 or D-4, IGETC Area 4C and 4D

**KINESIOLOGY**

A career in kinesiology or 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 physical or mental disabilities.

**Career Options**

Activity Specialist, Adaptive Physical Education Specialist, Athletic Club Manager, Athletic Equipment Salesperson, Athletic Trainer, Camp Director, Coach, Correctional Officer, Corrective Therapist, Emergency Medical Technician, Fire Fighter, Health Club Staff Member, Athletic Manager, Massage Therapist, Park Director, Physical Therapist, Police Officer, Professional Athlete, Public Health Edu-
A.A. IN KINESIOLOGY AND HEALTH

**REQUIREMENTS**

**UNITS**

Choose 12 units from:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>KIN/BIOL 107</td>
<td>Human Biology</td>
<td>3</td>
</tr>
<tr>
<td>KIN/HED 114</td>
<td>Intro to Kinesiology</td>
<td>3</td>
</tr>
<tr>
<td>KIN/HED 118</td>
<td>Sports Nutrition for Health and Performance</td>
<td>3</td>
</tr>
<tr>
<td>KIN/HED 119</td>
<td>Effective Teaching Strategies</td>
<td>3</td>
</tr>
<tr>
<td>KIN 120</td>
<td>Introduction to Sport and Exercise Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

(Also offered as PSY 130)

KIN 121 Personal Trainer Certification Course

KIN/HED 143 Introduction to Sports Medicine

HED 115 Weight Control, Exercise, and Nutrition

HED 130 Contemporary Health Issues

HED 140 Stress Management

And choose 6 units from:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>KIN 110ABCD</td>
<td>Mat Pilates</td>
<td>1</td>
</tr>
<tr>
<td>KIN 112ABCD</td>
<td>Zumba</td>
<td>1</td>
</tr>
<tr>
<td>KIN 117ABCD</td>
<td>Basketball</td>
<td>1</td>
</tr>
<tr>
<td>KIN 125ABCD</td>
<td>Fitness</td>
<td>1</td>
</tr>
<tr>
<td>KIN 127</td>
<td>Functional Training</td>
<td>1</td>
</tr>
<tr>
<td>KIN 147</td>
<td>Soccer</td>
<td>1</td>
</tr>
<tr>
<td>KIN 155ABCD</td>
<td>Swimming</td>
<td>1</td>
</tr>
<tr>
<td>KIN 156ABCD</td>
<td>Instructional Lap Swimming</td>
<td>1</td>
</tr>
<tr>
<td>KIN 160ABCD</td>
<td>Tennis</td>
<td>1</td>
</tr>
<tr>
<td>KIN 164</td>
<td>Sports Conditioning</td>
<td>1</td>
</tr>
<tr>
<td>KIN 169ABCD</td>
<td>Weight Training</td>
<td>1</td>
</tr>
<tr>
<td>KIN 173ABCD</td>
<td>Yoga</td>
<td>1</td>
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<tr>
<td>KIN 175</td>
<td>Intercollegiate Baseball</td>
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<tr>
<td>KIN 176</td>
<td>Intercollegiate Basketball</td>
<td>2</td>
</tr>
<tr>
<td>KIN 180</td>
<td>Intercollegiate Soccer</td>
<td>2</td>
</tr>
<tr>
<td>KIN 181</td>
<td>Intercollegiate Softball</td>
<td>2</td>
</tr>
<tr>
<td>KIN 182</td>
<td>Intercollegiate Volleyball</td>
<td>2</td>
</tr>
<tr>
<td>KIN 183</td>
<td>Intercollegiate Swimming</td>
<td>2</td>
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<tr>
<td>KIN 185</td>
<td>Intercollegiate Track and Field</td>
<td>2</td>
</tr>
<tr>
<td>KIN 190</td>
<td>Baseball Theory</td>
<td>1.5</td>
</tr>
<tr>
<td>KIN 191</td>
<td>Soccer Theory</td>
<td>1.5</td>
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<tr>
<td>KIN 192</td>
<td>Basketball Theory</td>
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<td>KIN 193</td>
<td>Swim Theory</td>
<td>1.5</td>
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<tr>
<td>KIN 194</td>
<td>Volleyball Theory</td>
<td>1.5</td>
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<tr>
<td>KIN 196</td>
<td>Softball Theory</td>
<td>1.5</td>
</tr>
<tr>
<td>KIN 198</td>
<td>Track and Field Theory</td>
<td>1.5</td>
</tr>
<tr>
<td>FIRE 215</td>
<td>Advanced First Aid/First Responder</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL UNITS**

16 TO 16.5

**PERSONAL FITNESS TRAINER SKILLS CERTIFICATE**

The Personal Fitness Trainer Skills Certificate constitutes a skill and knowledge set that enables students to either begin as an entry-level Personal Fitness Trainer (PFT) or advance in their already existing PFT careers.

**REQUIREMENTS**

**UNITS**

KIN 121 Personal Trainer Certification Course

Choose 13-14 units from the following list:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>KIN/BIOL 107</td>
<td>Human Biology</td>
<td>3</td>
</tr>
<tr>
<td>KIN/HED 114</td>
<td>Introduction to Kinesiology</td>
<td>3</td>
</tr>
<tr>
<td>HED 115</td>
<td>Weight Control, Exercise and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>KIN/HED 119</td>
<td>Effective Teaching Strategies</td>
<td>3</td>
</tr>
<tr>
<td>KIN/HED 118</td>
<td>Sports Nutrition for Health and Performance</td>
<td>2</td>
</tr>
<tr>
<td>KIN 120</td>
<td>Introduction to Sport and Exercise Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

(Also offered as PSY 130)

KIN/HED 143 Introduction to Sports Medicine

FIRE 215 Advanced First Aid/First Responder

Any two physical activity courses (one unit each)

**TOTAL UNITS**

18

**KINESIOLOGY COURSES (KIN)**

**KIN 107: Human Biology**

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as KIN 107 or BIOL 107; credit awarded for only one course.

This course introduces the structure, function, and development of the human body, and foundational concepts to explore personal and societal issues involving human biology. 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 are discussed. (CSU/UC) AA/AS Area A, CSU Area B-2, IGETC Area 5B

**KIN 110ABCD: Mat Pilates**

1-2 Units. 3-6 activity hrs/wk. No prerequisite.

This sequence of courses, from beginning to advanced levels, introduces the Pilates method of body conditioning, emphasizing core musculature as it applies to everyday movement, and developing core strength, posture, breath control, body alignment and flexibility. Benefits include balance, body awareness, relaxation, injury prevention, stress reduction and increased self-confidence. (CSU/UC) AA/AS Area H

**KIN 112ABCD: Zumba Fitness**

1-2 Units. 3-6 activity hrs/wk. No prerequisite.

Zumba is a fusion of Latin and international music-dance themes, creating a dynamic, exciting, effective fitness system. This sequence of courses, from beginning to intermediate levels, features aerobic/fitness interval training and resistance training with a combination of fast and slow rhythms that maximize caloric output and tone and sculpt the body. (CSU/UC) AA/AS Area H

**KIN 114: Introduction to Kinesiology**

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as HED 114 or PE 114; credit awarded for only one course.

This course introduces students to the discipline of kinesiology, focusing on the importance of physical activity, the knowledge base of the discipline, and careers in physical activity professions. (CSU/UC)

**KIN 117ABCD: Basketball**

0.5-2 Units. 2-6 activity hrs/wk. No prerequisite.

This sequence of courses, from beginning to advanced levels, is designed for all students interested in playing basketball. Individual
offensive, defensive and team concepts of basketball are emphasized. (CSU/UC) AA/AS Area H

KIN 118: Sports Nutrition for Health and Performance
3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as KIN 118 or HED 118; credit awarded for only one course.
This course is designed for personal fitness trainers, athletes, coaches and parents seeking sports-specific nutrition for aerobic, anaerobic and speed-endurance training. Topics include fueling the athlete, energy systems, metabolism, hydration, sports nutrition products, ergogenics, weight management, and sports-specific nutritional needs to improve athletic performance. (CSU)

KIN 119: Effective Teaching Strategies in Wellness and Fitness
3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as KIN 119 or HED 119; credit awarded for only one course.
This course is designed to help students become more effective wellness and fitness professionals. Students 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)

KIN 120: Introduction to Sport and Exercise Psychology
3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as KIN 120 or PSY 130; credit awarded for only one course.
This course examines the psychological theories and techniques that are applied to sport, exercise and other achievement-related situations. The course emphasizes the enhancement of performance and personal growth of athletes, coaches, and exercise participants. Students also learn mental skills that they can transfer from sport and exercise settings to their everyday lives. (CSU)

KIN 121: Personal Trainer Certification Course
3.5 Units. 3 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: BIOL 107 or PE 107.
This course prepares students to meet the stringent certification standards set forth by the American Council on Exercise (ACE). 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 the hands-on application skills necessary for the delivery of safe and effective health and fitness within the general population are emphasized. (CSU)

KIN 125ABCD: Fitness
0.5-2 Units. 2-6 activity hrs/wk. No prerequisite.
This course introduces principles and guidelines for developing physical fitness, from beginning to advanced levels. Students participate in exercises and activities designed to improve their cardiovascular system and muscular strength. The course includes jogging, hiking, power walking, and strength and flexibility routines. Exercise routines may also be performed with cardio machines, free weights, and physio balls. (CSU/UC) AA/AS Area H

KIN 126: Plyometric Training
1-2 Units. 3-6 activity hrs/wk. No prerequisite.
This course utilizes plyometric training techniques to enhance competitive athletic performance in conjunction with “boot camp training,” working core level muscles, aerobic and anaerobic capacities, and upper body strength. (CSU/UC) AA/AS Area H

KIN 127: Functional Training
1-2 Units. 3-6 activity hrs/wk. No prerequisite.
This course introduces principles and guidelines for developing physical fitness using functional movements. Exercise activities use functional body weight movements to improve strength, flexibility, endurance, and explosion. Movements may include a combination of jumping, sprinting, pushing, and pulling; routines may include medicine balls, ropes, agility ladders, and suspension training. (CSU/UC) AA/AS Area H

KIN 129ABCD: Golf
1-2 Units. 3-6 activity hrs/wk. No prerequisite.
This sequence of courses, from beginning to advanced levels, focuses on skill development and acquiring the knowledge to participate in and enjoy the sport of golf. Demonstration, audio-visual aids, lecture, and active participation are utilized to achieve improvement and enjoyment of golf. (CSU/UC) AA/AS Area H

KIN 132: Individual Activities
1.0 Unit. 3 activity hrs/wk. No prerequisite.
This course is designed for the student who is unable to enroll in a regularly scheduled physical activity class. Individual fitness programs are developed and logged by each student with guidance from the instructor to meet personal fitness goals. (CSU/UC) AA/AS Area H

KIN 143: Introduction to Sports Medicine
3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: KIN 107 or BIOL 107. Can be taken as KIN 143 or HED 143; credit awarded for only one course.
This course introduces methods of prevention, recognition, evaluation, rehabilitation, reconditioning, taping, and immediate care of athletic injuries to the upper and lower extremities. The course can benefit coaches from all sports, students interested in the athletic training profession, and the physically active individual. Anatomy, mechanism-of-injury, and pathology are stressed. (CSU/UC)

KIN 147: Soccer
0.5-2 Units. 2-6 activity hrs/wk. No prerequisite.
This course emphasizes the development of soccer technical skills, knowledge of game rules, indoor and outdoor soccer team tactics, and systems of play. This course teaches and builds upon the fundamentals of soccer in order to enhance the future soccer performance of all students. (CSU/UC) AA/AS Area H

KIN 155ABCD: Swimming
0.5-2 Units. 2-6 activity hrs/wk. No prerequisite.
This sequence of courses, from beginning to advanced levels, presents a variety of strokes and skills necessary to be competent in the aquatic environment. Emphasizes stroke and endurance development. (CSU/UC) AA/AS Area H

KIN 156ABCD: Aquatic Fitness
0.5-2 Units. 2-6 activity hrs/wk. No prerequisite. Advisory: Knowledge and demonstration of efficient swimming skill.
This sequence of courses, from beginning to advanced levels, provides students the opportunity to develop and maintain cardio-
vascular fitness through swimming. Instruction in competitive swim strokes, starts, and turns; and in interval, sprint, and distance training. Individualized workouts available. (CSU/UC) AA/AS Area H

KIN 160ABCD: Tennis  
1-2 Units. 3-6 activity hrs/wk. No prerequisite.  
This sequence of courses, from beginning to advanced levels, familiarizes students with the game of tennis, emphasizing fundamental skills and strategy. (CSU/UC) AA/AS Area H

KIN 164: Sports Conditioning  
1-2 Units. 3-6 activity hrs/wk. No prerequisite.  
This course instructs students in the various forms of conditioning and training techniques used in different sports, emphasizing muscle balance, breath control, aerobic training, anaerobic training, flexibility, nutrition, time management, injury prevention, and strength training. (CSU/UC) AA/AS Area H

KIN 167ABCD: Volleyball  
0.5-2 Units. 3-6 activity hrs/wk. No prerequisite.  
This sequence of courses, from beginning to advanced levels, instructs students in the fundamentals of volleyball, including passing, serving, hitting, and setting. It focuses on promoting team play by emphasizing rules and strategies. (CSU/UC) AA/AS Area H

KIN 169ABCD: Weight Training  
0.5-2 Units. 2-6 activity hrs/wk. No prerequisite.  
This sequence of courses, from beginning to advanced levels, introduces the basic principles of fitness using a variety of modalities including weight machines and free weights. Students create an individual fitness program with a focus on proper technique and injury prevention. (CSU/UC) AA/AS Area H

KIN 173ABCD: Yoga  
0.5-2 Units. 2-6 activity hrs/wk. No prerequisite.  
This sequence of courses, from beginning to advanced levels, focuses on the physical aspects of yoga, emphasizing proper alignment to maximize the benefits of the practice. Students develop strength, flexibility, endurance, and grace in the poses. (CSU/UC) AA/AS Area H

KIN 190: Baseball Theory  
1.5-2 Units. 1 lecture and 1.5 lab hrs/wk. Repeat: 3. No prerequisite.  
An intensive course designed to train students in the development of a baseball program at any level. Emphasizes the development of individual technique and skills. (CSU/UC) AA/AS Area H

KIN 191: Soccer Theory  
1.5-2 Units. 1 lecture and 1.5 lab hrs/wk. Repeat: 3. No prerequisite.  
This course, for intermediate/advanced soccer players looking to further their knowledge of the sport, emphasizes the history and evolution of the game of soccer, defensive and offensive tactics, training methods, current trends, and the rules of the game. Includes soccer-themed training in strength, speed, and agility. (CSU/UC) AA/AS Area H

KIN 192: Basketball Theory  
1.5-2 Units. 1 lecture and 1.5 lab hrs/wk. Repeat: 3. No prerequisite.  
This course helps students understand the fundamentals of playing and coaching basketball. Individual and team skills development are stressed. (CSU/UC) AA/AS Area H

KIN 193: Swimming Theory  
1.5-2 Units. 1 lecture and 1.5 lab hrs/wk. Repeat: 3. No prerequisite.  
This intensive course helps students understand and utilize the fundamentals and theory of training and competing in the sport of swimming. Emphasizes the development of individual technique and skills. (CSU/UC) AA/AS Area H

KIN 194: Volleyball Theory  
1.5-2 Units. 1 lecture and 1.5 lab hrs/wk. Repeat: 3. No prerequisite.  
This intensive course helps students understand and utilize the fundamentals and theory of training and competing in the sport of volleyball. Emphasizes the development of individual technique and skills. (CSU) AA/AS Area H

KIN 196: Softball Theory  
1.5-2 Units. 1 lecture and 1.5 lab hrs/wk. Repeat: 3. No prerequisite.  
An intensive course designed to train students in the development of a softball program at any level. Emphasizes the development of individual technique and skills. (CSU/UC) AA/AS Area H

KIN 198: Track and Field Theory  
1.5-2 Units. 1 lecture and 1.5 lab hrs/wk. Repeat: 3. No prerequisite.  
An intensive course designed to help students understand and utilize the fundamentals and theory of training for and competing in the sport of track and field. Emphasizes the development of team and individual techniques and skills. (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 classes. (CSU/UC) AA/AS Area H
All courses: 2.0 Units. Ten to fifteen activity hours weekly. Prerequisite: Team member.

KIN 175: Baseball
KIN 176: Basketball (Men and Women)
KIN 178: Football
KIN 180: Soccer (Men and Women)
KIN 181: Softball (Women)
KIN 182: Volleyball (Women)
KIN 183: Swimming and Diving (Men and Women)
KIN 185: Track and Field (Men and Women)
KIN 187: Water Polo (Men and Women)

LIBRARY

Learning the techniques of library research will enable students to make use of this resource with confidence and efficiency. Library Skills courses enable students to manage information in an era of information explosion, whether their interests are academic, professional, or personal.

Faculty
John Erdmann, Sarah Frye, Dave Patterson
Department Phone: (415) 485-9475

LIBRARY COURSES (LIBR)

LIBR 110: Introduction to Library Resources: A Self-Directed Approach
1.0 Unit. No prerequisite. Self-paced. No regularly scheduled class meetings. Completion of the course represents approximately eighteen to thirty-six hours of academic work.

A self-paced course that facilitates the use of the library and teaches the basic skills needed for library research. The resources studied and the skills learned are applicable to any library - academic, public or special. Topics include the card catalog; important reference works such as encyclopedias, dictionaries, and almanacs; periodicals; periodical indexes; and book reviews. (CSU/UC)

MACHINE AND METALS TECHNOLOGY

Study in the field of machine and metals technology is designed as preparation for entrance into metalworking occupations. Graduates may enter the fields dealing with industrial production, prototype construction, special die work, or research and development. The courses in welding are designed to provide opportunity for the development of skills, knowledge, and experience for employment in the occupation and as auxiliary experience for persons in other majors.

Career Options
Certified Welder, Lathe Operator, Machinist, Machinist Apprentice, Mechanical Technician, Numerical Control Operator, Production Welder, Tool and Die Maker, Tool Company Representative, Welder Fabricator, Welding Technician

Faculty
Arthur Lutz
Department Phone: (415) 883-2211, Ext. 8108

A.S. in Machine and Metals Technology, Occupational (Certificate of Achievement also awarded.)

This program is offered only at the Indian Valley Campus.

REQUIREMENTS

First Semester
MACH 130 Welding I 2
MACH 140 Intermediate Machine Tool Processes 4
MACH 145 Computer Numerical Control Machining/Mill 3
MACH 165 Blueprint Reading for the Machine Trades 2

Second Semester
CIS 101 Introduction to Personal Computers and Operating Systems 1.5
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
WE 298B Occupational Work Experience B 2

TOTAL UNITS 32.5

MACHINE AND METALS TECHNOLOGY COURSES (MACH)

MACH 120: Machine Technology I
3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite.

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. (CSU)

MACH 121: Machine Technology II
2.0 Units. 1 lecture and 3 lab hrs/wk. Repeat: 2. Prerequisite: MACH 120.

This course builds upon the fundamentals established in MACH 120. Emphasizes advanced machining techniques utilizing lathes, milling machines, grinders, and drilling machines. Perfecting manipulative skill, competency, and machine tool theory is stressed. (CSU)
MACH 130: Welding I
2.0 Units. 1 lecture and 3 lab hrs/wk. Repeat: 2. No prerequisite.
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. (CSU)

MACH 131: Welding II
2.0 Units. 1 lecture and 3 lab hrs/wk. Repeat: 2. Prerequisite: MACH 130.
Introductory theory and application of the MIG, TIG, and Plasma processes. Advanced stick welding on plate in all positions. (CSU)

MACH 140: Intermediate Machine Tool Processes
4.0 Units. 2 lecture and 6 lab hrs/wk. Repeat: 2. No prerequisite. Advisory: MACH 120.
This course is an intermediate level practice and theory of metal removal and fabrication, emphasizing the use of lathes, milling machines, grinders, and drills. Theoretical considerations include measurement, layout and planning, cutting tool theory, feeds and speeds, tooling, heat treatment, and numerical control overview. (CSU)

MACH 145: Computer Numerical Control Machining/Mill
3.0 Units. 3 lecture hrs/wk. No prerequisite.
A course in the theoretical principles and practical applications of computer numerical control with CAD-CAM applied to the milling machine and machine centers. (CSU)

MACH 155: Computer Numerical Control Machining/Lathe
3.0 Units. 3 lecture hrs/wk. No prerequisite.
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. (CSU)

MACH 165: Blueprint Reading for the Machine Trades
2.0 Units. 2 lecture hrs/wk. No prerequisite.
This course provides instruction in blueprint reading for machinists and for related mechanical trades. Course material includes view visualization, dimensioning methods, terminology and standards, and geometric tolerancing. Metrics and welding symbology will be included. (CSU)

MACH 230: Advanced Welding
2.0 Units. 1 lecture and 3 lab hrs/wk. Repeat: 2. No prerequisite.
Advanced theory and application of the MIG, TIG and Plasma processes. Preparation for plate certifications with the MIG and stick processes. (CSU)

MACH 240: Advanced Machine Tool Processes
4.0 Units. 2 lecture and 6 lab hrs/wk. Repeat: 3. No prerequisite.
This advanced course on the theory and practice of metal removal and fabrication emphasizes advanced 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. (CSU)

MACH 250: Applications of Machine Tool Technology
2.0 Units. 6 lab hrs/wk. Repeat: 3. No prerequisite.
Advanced laboratory practice for students pursuing certification in machine and metals technology. Projects involve state-of-the-industry techniques. (CSU)

MATHEMATICS

The courses in mathematics provide training in both pure and applied mathematics, leading to careers in business, research, and government. Many majors (such as physical and biological sciences, engineering, and business) are dependent upon the use of applied mathematics.

Career Options

Faculty
Maia Allen, George Golitzin, John P. Jacob, Laurie Ordin, Irina Roderick, Frederick G. Schmitt

Department Phones:
Kentfield Campus: (415) 485-9510
Indian Valley Campus: (415) 883-2211, Ext. 8510

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

A.A. IN MATHEMATICS*

*Please note: the requirements for this degree must be completed by the end of the 2014 summer session.

The Mathematics Program at the College of Marin is designed to provide students with an excellent base for a Bachelor’s degree in mathematics.

REQUIREMENTS

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman Year</td>
<td></td>
</tr>
<tr>
<td>One course from the following:</td>
<td></td>
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<tr>
<td>MATH 116: Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 115: Probability and Statistics</td>
<td>4</td>
</tr>
<tr>
<td>MATH/COMP 117: Discrete Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>COMP 130: Introduction to Computer Programming Using C++</td>
<td>4</td>
</tr>
<tr>
<td>COMP 140: Fundamentals of Programming in FORTRAN</td>
<td>4</td>
</tr>
<tr>
<td>And both of the following courses:</td>
<td></td>
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<tr>
<td>MATH 123: Analytic Geometry and Calculus I</td>
<td>5</td>
</tr>
</tbody>
</table>
**Mathematics Courses (Math)**

In addition to traditional lecture-based mathematics courses, College of Marin also offers a self-paced "Individualized Mathematics Program" in the Math Lab at both campuses. The self-paced lab courses are: Math 95XY, 101XY, 103XY, and 104Y.

The college offers a mathematics assessment testing service to help students make informed decisions when enrolling in mathematics courses. Students are provided with 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).

All mathematics courses may be taken for a letter grade or pass-no pass. In general, courses required for a transfer student’s four-year major should be taken on a letter grade basis.

**Basic Skills Math Courses - Nontransferable**

**Math 025: Coping with Math Anxiety**
0.5 Unit. 0.5 lecture hrs/wk. No prerequisite.
A four-week course designed to help all students from all areas confront and deal with their fears and anxieties with mathematics.

**Math 085: Arithmetic Skills**
2.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: COUN 125.
The fundamentals of arithmetic with emphasis on computational skills. Topics include addition, subtraction, multiplication, and division of whole numbers, problem solving, applications, and an introduction to decimals.

**Math 095: Basic and Intermediate Math Skills**
2.0 Units. 3 lecture hrs/wk. Prerequisite: Math 85 or sufficient score on Math Assessment Test.
This course covers addition, subtraction, multiplication, and division of whole numbers, fractions, mixed numerals, 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. This course or its equivalents satisfy the prerequisite for Math 101. The course is offered in two additional modes: in a self-paced mode in the Math Lab (Math 95XY), and in a two-semester lecture/discussion mode (Math 95AB).

**Math 095X: Basic Math Skills**
1.0 Unit. Prerequisite: Math 85. Approximately four hours weekly in the Math Lab for eight weeks or until the course is completed.
Taken with Math 95Y, this course is equivalent to Math 95. It is designed for students who wish to develop basic mathematics skills in a self-paced environment. Topics include addition, subtraction, multiplication, division, square roots, prime numbers, greatest common divisors, least common multiples, and arithmetic of whole numbers. Fractions and decimals are used in applied problems. Ratio and proportion to include applications.

**Math 095Y: Intermediate Math Skills**
1.0 Unit. Prerequisite: Math 95A or Math 95X. Approximately four hours weekly in the Math Lab for eight weeks or until the course is completed.
Taken with Math 95X, this course is equivalent to Math 95. It is designed for students wishing to develop intermediate mathematics skills in a self-paced environment. Topics include percent; elementary statistics to include averages and graphs; measurement to include length, area and volume; pre-algebra, and applications.

**College Level Math Courses - Nontransferable**

**Math 101: Elementary Algebra**
3.0 Units. 5 lecture hrs/wk. Prerequisite: Math 95 or 95B or 95Y or sufficient score on Math Assessment Test.
A one-semester introduction to elementary algebra. Topics will include linear equations, inequalities, systems with applications, polynomials, rational expressions, exponents, roots, radicals, and quadratic equations. This course or its equivalents satisfy the prerequisite for Math 103. The course is offered in two additional modes: in a self-paced mode in the Math Lab (Math 101XY), and in a two-semester lecture/discussion mode (Math 101AB).

**Math 101A: Elementary Algebra I**
1.5 Units. 5 lecture hrs/wk. Prerequisite: Math 95 or 95B or 95Y or sufficient score on Math Assessment Test.
An introduction to elementary algebra. Taken with Math 101B, this course is equivalent to Math 101. It is designed for students wishing to take more time learning elementary algebra. Topics include linear equations and inequalities, slope of lines, linear graphs, and systems of equations.

**Math 101B: Elementary Algebra II**
1.5 Units. 5 lecture hrs/wk. Prerequisite: Math 101A or 101X.
A continuation of elementary algebra. Taken with Math 101A, this course is equivalent to Math 101. It is designed for students wishing to take more time learning elementary algebra. Topics include polynomials, rational expressions, exponents, roots, radicals, and quadratic equations.

**Math 101X: Elementary Algebra**
1.5 Units. Prerequisite: Math 95 or 95B or 95Y 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.
For students wishing to learn elementary algebra in a self-paced environment. Taken with Math 101Y, this course is equivalent to Math 101. Topics include algebraic notation, properties of integers.
and rational numbers, operations on integers and rational numbers, solving equations and systems, operations with polynomials, operations with fractional expressions, applied problems, and formulas.

**MATH 101Y: Elementary Algebra**

1.5 Units. Prerequisite: Math 101X or concurrent enrollment. An average of six hours weekly in the Math Lab for eight weeks or until the course is completed.

For students wishing to learn elementary algebra in a self-paced environment. Taken with Math 101X, this course is equivalent to Math 101. Topics include solving equations containing fractional expressions, systems of equations and graphs, inequalities, operations with radicals, quadratic equations, and applied problems.

**MATH 103: Intermediate Algebra**

5.0 Units. 5 lecture hrs/wk. Prerequisite: Math 101 or 101AB or 101XY or satisfactory score on Math Assessment Test.

This one-semester course extends 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, and exponential and logarithmic functions are covered. This course or its equivalents satisfy the prerequisite for Math 104, 105, 109, 110, 114, 115, and 121. The course is offered in two additional modes: in a self-paced mode in the Math Lab (Math 103XY), and in a two-semester lecture/discussion mode (Math 103AB). AA/AS Math Proficiency; AA/AS Area E

**MATH 103A: Intermediate Algebra I**

2.5 Units. 5 lecture hrs/wk. Prerequisite: Math 101 or 101AB or 101XY or satisfactory score on Math Assessment Test.

This course, taken with Math 103B, is equivalent to Math 103. It is designed for students wishing to take more time learning intermediate algebra. Topics include real number properties, polynomials, rational expressions, first degree equations, inequalities and applications, systems of linear equations with matrix elimination methods, linear programming, functions, and graphs. AA/AS Math Proficiency (combined with Math 103B); AA/AS Area E (combined with Math 103B)

**MATH 103B: Intermediate Algebra II**

2.5 Units. 5 lecture hrs/wk. Prerequisite: Math 103A or 103X.

This course, taken with Math 103A, is equivalent to Math 103. It is designed for students wishing to take more time learning intermediate algebra. Topics include quadratic, radical, and quadratic form equations; relation, functions, inverses and their graphs; graphs and equations of lines, parabolas, and circles; systems of equations and inequalities; matrices and linear programming; exponential and logarithmic functions; applications. AA/AS Math Proficiency (combined with Math 103A); AA/AS Area E (combined with Math 103A)

**MATH 103X: Intermediate Algebra**

2.5 Units. Prerequisite: Math 101 or 101AB 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 until the course is completed.

This self-paced course, the first of a two-part sequence equivalent to Math 103, is an extension of the concepts introduced in elementary algebra. New topics include absolute value inequalities and equations, systems of linear equations with matrix elimination methods, linear programming, functions and graphs. AA/AS Math Proficiency (combined with Math 103Y); AA/AS Area E (combined with Math 103Y)

**MATH 103Y: Intermediate Algebra**

2.5 Units. Prerequisite: Math 103A or 103X or concurrent enrollment. An average of six hours weekly in the Math Lab until the course is completed.

This self-paced course, the second of a two-part sequence equivalent to Math 103, is an extension of the concepts introduced in elementary algebra. New topics include rational expressions; equations and their applications; radicals, equations, and applications; quadratic functions and their graphs and applications; exponential and logarithmic functions and applications; conic sections; systems of nonlinear equations; and the binomial theorem. AA/AS Math Proficiency (combined with Math 103X); AA/AS Area E (combined with Math 103X)

**College Level Math Courses - Transferable**

**MATH 104: Plane Trigonometry**

3.0 Units. 3 lecture hrs/wk. Prerequisite: Math 103 or 103AB or 103XY or satisfactory score on Math Assessment Test.

Trigonometric and inverse trigonometric functions; graphs, equations and identities involving the trigonometric functions; triangle solutions, vector applications, and DeMoivre’s Theorem. (CSU) AA/AS Area E, CSU Area B-4

**MATH 104Y: Plane Trigonometry**

1.5 Units. Prerequisite: Math 104 or concurrent enrollment. An average of four hours weekly in the Math Lab for eight weeks or until the course is completed.

Solving trigonometric equations, law of sines and cosines to solve triangles, vector applications, DeMoivre’s Theorem, and polar coordinates. (CSU) AA/AS Area E, CSU Area B-4 (if taken with Math 104X)

**MATH 105: College Algebra**

4.0 Units. 4 lecture hrs/wk. Prerequisite: Math 103 or 103AB or 103XY or satisfactory score on Math Assessment Test. May be taken concurrently with Math 104 or 104XY.

This course includes an introduction to the elementary logic necessary for understanding mathematical proofs; emphasis on functions and graphs (both algebraic and transcendental); polynomial equations and their roots; solutions of inequalities (including absolute values); introduction to sequences, series, and conic sections. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2
MATH 109: Pre-Calculus College Algebra and Trigonometry
5.0 Units. 5 lecture hrs/wk. Prerequisite: 103 or 103AB or 103XY or satisfactory score on Math Assessment Test.
An intensive, combined course in pre-calculus, algebra, and trigonometry, intended to prepare students for calculus. Topics include polynomial, rational, exponential, logarithmic and trigonometric functions; the binomial theorem; arithmetic and geometric sequences and series; mathematical induction; trigonometric identities; polar coordinates; conic sections; vectors; and applications of right angle trigonometry. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH 115: Probability and Statistics
4.0 Units. 4 lecture hrs/wk. Prerequisite: Math 103 or 103AB or 103XY or satisfactory score on Math Assessment Test. Credit will be awarded for either Math 115 or STAT 115, but not both courses.
An in-depth introduction to probability and statistics appropriate for students in the math and life/earth science disciplines. Descriptive statistics, introduction to probability theory, probability distributions, data sampling, estimation, correlation, hypothesis testing. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH 116: Linear Algebra
3.0 Units. 3 lecture hrs/wk. Prerequisite: Math 123.
The study of systems of linear equations, matrix algebra, vector spaces, inner product spaces, linear transformations, eigenvalues and eigenvectors, and applications. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH 117: Discrete Mathematics
3.0 Units. 3 lecture hrs/wk. Prerequisite: Math 121 or 123. Can be taken as Math 117 or COMP 117; credit awarded for only one course.
A survey of topics including set theory, combinatorics, graph theory, algorithm, logic, Boolean algebra, formal languages, and probability theory. Recommended for mathematics majors and students interested in engineering and applied fields. (CSU/UC) CSU Area B-4, IGETC Area 2A

MATH 121: Calculus I with Applications
3.0 Units. 3 lecture hrs/wk. Prerequisite: Math 103 or 103AB or 103XY or satisfactory score on Pre-Calculus Assessment Test.
Topics 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 are included. Business applications of profit maximization and consumer/producer surplus are covered. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH 122: Calculus II with Applications
3.0 Units. 3 lecture hrs/wk. Prerequisites: Math 121, and Math 104 or 104XY or satisfactory score on Math Placement Test.
Topics 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) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH 123: Analytic Geometry and Calculus I
5.0 Units. 5 lecture hrs/wk. Prerequisites: Math 104 or 104XY and Math 105, or Math 109, or satisfactory score on Math Placement Test.
Introduction to differential and integral calculus of functions of one real variable. Continuous functions, limit of a function at a point, the derivative; differentiation formulas and rules for one-variable functions, implicit differentiation; mean value theorem and its application to optimization and curve sketching, linear approximation and differential notation; applications of the Riemann integral to finding areas, volumes of solids of revolutions, work, centroids, and total force on a plane submerged in a fluid. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH 124: Analytic Geometry and Calculus II
5.0 Units. 5 lecture hrs/wk. Prerequisite: Math 123.
A continuation of Math 123 to include the inverse function theorem for functions of one real variable, derivatives of inverse trigonometric, exponential, logarithmic, hyperbolic and inverse hyperbolic functions. Introduction to first order ordinary differential equations, techniques of integration, improper integrals, indeterminate forms, sequences, series, power series functions, and the calculus of parameterized plane curves. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH 199: Seminar for Tutors
2.0 Units. 2 lecture hrs/wk. Repeat: 1. No prerequisite. Students apply course content as independent study in lab environment two hours weekly.
This course helps student tutors develop their understanding of the principles of mathematics and of effective mathematics tutoring. Students learn how to recognize different learning styles, communicate more effectively, and provide an encouraging tutoring environment.

MATH 223: Analytic Geometry, Vector Analysis and Calculus III
5.0 Units. 5 lecture hrs/wk. Prerequisite: Math 124.
A continuation of Math 124 to include solid analytic geometry, vector-valued functions, partial derivatives, multiple integrals, and vector analysis including Green’s, Stoke’s, and divergence theorems. (CSU/UC) CSU Area B-4, IGETC Area 2

MATH 224: Elementary Differential Equations
4.0 Units. 4 lecture hrs/wk. Prerequisite: Math 124. Advisory: Concurrent enrollment in Math 223 recommended.
Elementary theory of differential equations including first order equations, second and higher order linear equations, the methods of power series, and Laplace transforms; first order linear systems, numerical methods, partial differential equations, Fourier series, and boundary value problems. (CSU/UC) CSU Area B-4, IGETC Area 2
MEDICAL ASSISTING

This program provides the opportunity for the development of basic entry-level skills necessary for employment in a clinical/medical office environment. In a rapidly growing profession, medical assistants work directly with physicians and other health care personnel as team members in providing patient services. Medical assistants perform a variety of clinical, laboratory, and administrative functions in physicians’ offices, medical clinics, laboratories, and specific hospital departments.

The program is offered only at the Indian Valley Campus. Students may elect to complete an Associate in Science degree, or a Certificate of Achievement: Administrative and Clinical, Administrative, or Clinical. Students may elect to complete a Skills Certificate for Medical Terminology Skills and MediSoft Skills. The Certificate of Achievement options require a minimum of two semesters to complete. Students may take courses on a part-time basis.

Please note: The Medical Assisting Program implemented curriculum changes that will apply to students entering the Program in fall of 2013. Students who entered the program before fall 2013 must complete the degree requirements listed in previous catalog editions.

Career Options
Administrative and/or Clinical Medical Office Assistant, Administrative/Research Assistant, Insurance Coder/Biller, Medical Lab Assistant (Clinics, Hospitals, Private Labs), Medical Office Manager, Veterinary Hospital Front Office Assistant

Department Phone: (415) 485-9319
Cesar Pomajuala, 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 earlier than five years before certification award must be repeated, or the student can pursue credit by examination.

A.S. IN MEDICAL ASSISTING: ADMINISTRATIVE AND CLINICAL OPTION, OCCUPATIONAL
(Certificate of Achievement also awarded.)
The Associate in Science degree is awarded for completion of all requirements, as well as the completion of general education and graduation requirements. The Certificate of Achievement is awarded for completion of the program requirements as shown in the following list. Please note that program courses must be completed with a grade of C or better.

No program application procedure is required, however it is advisable to see a counselor. Students may enter in the fall or spring semester. Those currently working in the health care field may receive consent to enroll in selected courses on a pass/no pass basis.

REQUIREMENTS

<table>
<thead>
<tr>
<th>CATALOG 2013/2014</th>
<th>MEDICAL ASSISTING</th>
<th>169</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDA 160</td>
<td>Introduction to Medical Assisting Careers</td>
<td>2</td>
</tr>
<tr>
<td>MEDA 161</td>
<td>Administrative Medical Office Procedures</td>
<td>2</td>
</tr>
<tr>
<td>MEDA 162</td>
<td>Medical Financial Procedures</td>
<td>1.5</td>
</tr>
<tr>
<td>MEDA 163</td>
<td>Medical Office Computers - MediSoft</td>
<td>2</td>
</tr>
<tr>
<td>MEDA 163L</td>
<td>Medical Office Computers - Medisoft Laboratory</td>
<td>0.5</td>
</tr>
<tr>
<td>MEDA 164</td>
<td>The Electronic Health Record</td>
<td>2</td>
</tr>
<tr>
<td>MEDA 164L</td>
<td>The Electronic Health Record Laboratory</td>
<td>0.5</td>
</tr>
<tr>
<td>MEDA 165</td>
<td>Medical Terminology I</td>
<td>2</td>
</tr>
<tr>
<td>MEDA 166</td>
<td>Medical Terminology II</td>
<td>2</td>
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<tr>
<td>MEDA 170</td>
<td>Clinical Procedures I</td>
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<tr>
<td>MEDA 170L</td>
<td>Clinical Procedures I Laboratory</td>
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<tr>
<td>MEDA 171</td>
<td>Medical Laboratory Procedures</td>
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<tr>
<td>MEDA 171L</td>
<td>Medical Laboratory Procedures Laboratory</td>
<td>1.5</td>
</tr>
<tr>
<td>MEDA 172</td>
<td>Understanding Human Disease</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 173</td>
<td>Pharmacology for Medical Assistants</td>
<td>1.5</td>
</tr>
<tr>
<td>MEDA 174L</td>
<td>Clinical Externship</td>
<td>2.5</td>
</tr>
<tr>
<td>BOS 120*</td>
<td>Computer Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Introduction to Personal Computers and Operating Systems</td>
<td>1.5</td>
</tr>
<tr>
<td><strong>TOTAL UNITS</strong></td>
<td><strong>31</strong></td>
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</table>

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

A.S. IN MEDICAL ASSISTING: ADMINISTRATIVE OPTION, OCCUPATIONAL
(Certificate of Achievement also awarded.)
The Associate in Science degree is awarded for completion of all requirements, as well as the completion of general education and graduation requirements. The Certificate of Achievement is awarded for completion of the program requirements as shown in the following list. Please note that program courses must be completed with a grade of C or better.

No program application procedure is required, however it is advisable to see a counselor. Students may enter in the fall or spring semester. Those currently working in the health care field may receive consent to enroll in selected courses on a pass/no pass basis.

REQUIREMENTS

| MEDA 160 | Introduction to Medical Assisting Careers | 2 |
| MEDA 161 | Administrative Medical Office Procedures | 2 |
| MEDA 162 | Medical Financial Procedures | 1.5 |
| MEDA 163 | Medical Office Computers - MediSoft | 2 |
| MEDA 163L | Medical Office Computers - Medisoft Laboratory | 0.5 |
| MEDA 164 | The Electronic Health Record | 2 |
| MEDA 165 | Medical Terminology I | 2 |
| MEDA 166 | Medical Terminology II | 2 |
| MEDA 170 | Clinical Procedures I | 2 |
| MEDA 170L | Clinical Procedures I Laboratory | 1 |
| MEDA 171 | Medical Laboratory Procedures | 2.5 |
| MEDA 171L | Medical Laboratory Procedures Laboratory | 1.5 |
| MEDA 172 | Understanding Human Disease | 3 |
| MEDA 173 | Pharmacology for Medical Assistants | 1.5 |
| MEDA 174L | Clinical Externship | 2.5 |
| BOS 120* | Computer Keyboarding | 1 |
| CIS 101 | Introduction to Personal Computers and Operating Systems | 1.5 |
| **TOTAL UNITS** | **19.5** |

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

A.S. IN MEDICAL ASSISTING: CLINICAL OPTION, OCCUPATIONAL
(Certificate of Achievement also awarded.)
The Associate in Science degree is awarded for completion of all requirements, as well as the completion of general education and graduation requirements. The Certificate of Achievement is awarded for completion of the program requirements as shown in the following list. Please note that program courses must be completed with a grade of C or better.

No program application procedure is required, however it is advisable to see a counselor. Students may enter in the fall or spring semester. Those currently working in the health care field may receive consent to enroll in selected courses on a pass/no pass basis.
**MEDICAL ASSISTING COURSES (MEDA)**

**MEDA 160: Introduction to Medical Assisting Careers**
2.0 Units. 2 lecture hrs/wk. No prerequisite.
This course introduces students to medical assisting, the roles and responsibilities of medical assistants, and the skills required for successful practice in the health care environment. (CSU)

**MEDA 164: The Electronic Health Record**
2.0 Units. 2 lecture hrs/wk. No prerequisite. Corequisite: MEDA 163.
This laboratory class applies theory learned in MEDA 163, providing students with practical experience on the computer using the MediSoft program. (CSU)

**MEDA 164L: The Electronic Health Record Laboratory**
0.5 Unit. 1.5 lab hrs/wk. No prerequisite. Corequisite: MEDA 164.
This laboratory class applies theory learned in MEDA 164, focusing on patient chart management and laboratory test and prescription order management. (CSU)

**MEDA 163: Medical Office Computers: MediSoft**
2.0 Units. 2 lecture hrs/wk. No prerequisite. Corequisite: MEDA 163L. Advisories: BOS 120 and CIS 101.
This course introduces students to the MediSoft computer program, providing practical experience using the MediSoft program. (CSU)

**MEDA 163L: Medical Office Computers - MediSoft Laboratory**
0.5 Unit. 1.5 lab hrs/wk. No prerequisite. Corequisite: MEDA 163. Advisories: BOS 120 and CIS 101.
This laboratory class applies theory learned in MEDA 163, providing students with practical experience on the computer using the MediSoft program. (CSU)

**MEDA 160: Introduction to Medical Assisting Careers**
2.0 Units. 2 lecture hrs/wk. No prerequisite.
This course, designed for students interested in pursuing a career in medical assisting, provides an overview of the current health care delivery system; the physical, mental and emotional demands of the workplace and the skills required of medical assistants. The course covers qualifications and professional preparation needed for medical assisting and the roles and responsibilities of today’s health care environment. Additional topics include interpersonal dynamics and communications, safety practices in the workplace, legal and ethical principles and cultural diversity in the delivery of patient care. (CSU)

**MEDA 161: Administrative Medical Office Procedures**
2.0 Units. 2 lecture hrs/wk. No prerequisite.
An introduction to the medical front office, emphasizing management procedures. Topics include medical law and ethics, reception, telephone techniques, management of appointments, patient records and medical office management. (CSU)

**MEDA 162: Medical Office Financial Procedures**
1.5 Units. 1.5 lecture hrs/wk. No prerequisite.
This course examines the basic financial operations and procedures used in medical offices. Topics include accounting principles and methods, banking, financial record management, financial procedure terms, international classification of diseases, management of claims and working with private, public, managed care and government-sponsored health insurance programs. (CSU)

**MEDA 163: Medical Office Computers: MediSoft**
2.0 Units. 2 lecture hrs/wk. No prerequisite. Corequisite: MEDA 163L. Advisories: BOS 120 and CIS 101.
This theory course introduces software used for patient financial record management. It focuses on the basic functions of the MediSoft program, including recording patient information, creating and updating patient financial records, entering patient and insurance company financial transactions, and scheduling appointments. (CSU)

**MEDA 163L: Medical Office Computers - MediSoft Laboratory**
0.5 Unit. 1.5 lab hrs/wk. No prerequisite. Corequisite: MEDA 163. Advisories: BOS 120 and CIS 101.
This laboratory class applies theory learned in MEDA 163, providing students with practical experience on the computer using the MediSoft program. (CSU)

**MEDA 164: The Electronic Health Record**
2.0 Units. 2 lecture hrs/wk. No prerequisite. Corequisite: MEDA 164L. Advisories: BOS 120 and CIS 101.
This theory course introduces electronic medical records used in the health care setting, focusing on the development and maintenance of patients’ electronic medical record (based on a Spring Chart software format). Topics include health record standards, data management, patient chart basics, appointments, recording office visit information, and laboratory test and prescription order management. (CSU)

**MEDA 166: Medical Terminology II**
3.0 Units. 3 lecture hrs/wk. No prerequisite. May be taken before or after MEDA 121.
An introduction to the fundamentals of medical word analysis and word construction, emphasizing spelling anatomical, pathological, surgical and diagnostic terminology. Material is presented in a systems approach, with units on anatomical directional terms, integumentary, respiratory, cardiovascular, digestive, nervous, and musculoskeletal systems. Systems studied are different than MEDA 121. (CSU)

**MEDA 167: Understanding Human Disease**
3 Units. 3 lecture hrs/wk. No prerequisite. Corequisite: MEDA 167L.
An introduction to disease processes and the body systems involved. Medical terminology is used as a systems approach, with units on anatomical directional terms, integumentary, respiratory, cardiovascular, digestive, nervous, and musculoskeletal systems. Systems studied are different than MEDA 121. (CSU)

**MEDA 168: Pharmacology for Medical Assistants**
1.5 Units. 1.5 lecture hrs/wk. No prerequisite.
This course introduces the pharmacology important to medical assisting and the roles and responsibilities of today’s health care environment. Additional topics include interpersonal dynamics and communications, safety practices in the workplace, legal and ethical principles and cultural diversity in the delivery of patient care. (CSU)

**MEDA 170: Clinical Procedures I**
2.5 Units. 2 lecture hrs/wk. No prerequisite. Corequisite: MEDA 170L.
This course introduces students to the MediSoft computer program, providing practical experience using the MediSoft program. (CSU)

**MEDA 170L: Clinical Procedures I Laboratory**
1 Unit. 1 lab hrs/wk. No prerequisite. Corequisite: MEDA 170.
This laboratory class applies theory learned in MEDA 170, providing students with practical exercises using the MediSoft program. (CSU)
MEDA 164L: The Electronic Health Record Laboratory
0.5 Unit. 1.5 lecture hrs/wk. No prerequisite. Corequisite: MEDA 164. Advisories: BOS 120 and CIS 101.
This laboratory class applies theory learned in MEDA 164, providing students with practical experience on the computer using electronic health record software. (CSU)

MEDA 165: Medical Terminology I
2.0 Units. 2 lecture hrs/wk. No prerequisite. May be taken before or after MEDA 166.
This course introduces the fundamentals of medical term analysis and word construction, emphasizing the spelling of anatomical, pathological, surgical and diagnostic terminology. Material is presented in a systems approach with units on the integumentary, respiratory, cardiovascular, musculoskeletal and nervous systems. (CSU)

MEDA 166: Medical Terminology II
2.0 Units. 2 lecture hrs/wk. No prerequisite. May be taken before or after MEDA 165.
This course introduces the fundamentals of medical term analysis and word construction, emphasizing the spelling of anatomical, pathological, surgical and diagnostic terminology. Material is presented in a systems approach with units on the urinary, digestive, male and female reproductive, obstetrics and neonatology, eye, ear and endocrine systems. (CSU)

MEDA 170: Clinical Procedures I
2.0 Units. 2 lecture hrs/wk. No prerequisite. Corequisite: MEDA 170L.
This course introduces clinical medical assisting techniques and procedures commonly practiced in a medical office or clinic: vital signs, anthropometric measurements, assisting with minor office surgery, performing selected physical therapy procedures, sterilization and disinfection of instruments, sterile and nonsterile dressing changes, medical office emergencies, visual screening and auditory acuity, and assisting with complete and selected specialty exams. Medical asepsis and infection control are emphasized during all procedures. (CSU)

MEDA 170L: Clinical Procedures I Laboratory
1.0 Unit. 3 lab hrs/wk. No prerequisite. Corequisite: MEDA 170.
This skills lab introduces clinical medical assisting performance and skills techniques and procedures common to primary care in a family practice medical office: vital signs, anthropometric measurements, assisting with minor office surgery, promoting tissue healing through selected physical therapy modalities, demonstrating appropriate sterilization and disinfection procedures, safely operating the autoclave, performing sterile and nonsterile dressing changes, responding to emergencies, performing visual and auditory irrigation, medication administration, ear acuity testing, and positioning the patient for selected specialty exams. Students must demonstrate appropriate hand washing at all times. (CSU)

MEDA 171: Medical Laboratory Procedures
2.5 Units. 2.5 lecture hrs/wk. Prerequisite: MEDA 170. Corequisite: MEDA 171L.
This course introduces selected and common screening laboratory and clinical procedures performed in medical offices. Topics include EKGs, the microscope, hematology, urinalysis, various specimen collections, radiology and diagnostic tests. Asepsis and universal precautions are stressed. The role of medical assistants in procedures including injections and skin tests is discussed. (CSU)

MEDA 171L: Medical Laboratory Procedures Laboratory
1.5 Units. 4.5 lab hrs/wk. Prerequisite: MEDA 170. Corequisite: MEDA 171.
This course is the medical laboratory that accompanies MEDA 171. Students practice basic laboratory skills and learn how to perform diagnostic tests in medical office and clinical laboratories, and how to administer injections and venipunctures. (CSU)

MEDA 172: Understanding Human Diseases
3.0 Units. 3 lecture hrs/wk. Prerequisite: MEDA 165 or 166.
This theory course presents human diseases from an anatomic and physiologic point of view. Signs and symptoms are presented after a brief review of anatomical and physiological components. Diagnosis and general treatment are also introduced. Includes lecture and case studies to provide and reinforce theory, and to develop critical thinking skills. (CSU)

MEDA 173: Pharmacology for Medical Assistants
1.5 Units. 1.5 lecture hrs/wk. Prerequisite: Math 85. Advisories: MEDA 165 or 166.
This theory course introduces common drugs and medications, drug terminology, pharmacy law and ethics, prescription abbreviations, measurements and dosage calculations, and drug classifications and actions. (CSU)

MEDA 174LA: Medical Assisting Externship - Administrative
2.5 Units. 7.5 lab hrs/wk. Prerequisites: MEDA 160, 161, 162, 164, 165 or 166; additional requirements below.*
This experience facilitates students' transition into the role of the medical assistant. Working under the direct supervision of licensed healthcare professionals in a medical office or clinical setting, students participate in front-office management within the administrative medical assistant scope of practice. *Students are required to have a recent physical examination and receive a health clearance in addition to the required immunizations. BLS/CPR certificates are required before the first day of externship. (CSU)

MEDA 174LB: Medical Assisting Externship - Clinical
2.5 Units. 7.5 lab hrs/wk. Prerequisites: MEDA 160, 164, 170 and 172; additional requirements below.*
This experience facilitates students' transition into the role of the medical assistant. Working under the direct supervision of licensed healthcare professionals in a medical office or clinical setting, students provide care to patients and participate in front-office management within the clinical medical assistant scope of practice. *Students are required to have a recent physical examination and receive a health clearance in addition to the required immunizations. BLS/CPR certificates are required before the first day of externship. (CSU)

MEDA 174LC: Medical Assisting Externship - Administrative and Clinical
2.5 Units. 7.5 lab hrs/wk. Prerequisites: MEDA 160, 164, 170 and 172; additional requirements below.*
This experience facilitates students' transition into the role of the medical assistant. Working under the direct supervision of licensed healthcare professionals in a medical office or clinical setting, students provide care to patients and participate in front-office management within the clinical medical assistant scope of practice. *Students are required to have a recent physical examination and receive a health clearance in addition to the required immunizations. BLS/CPR certificates are required before the first day of externship. (CSU)
healthcare professionals in a medical office or clinical setting, students provide care to patients and participate in front-office management within the administrative and clinical medical assistant scope of practice. *Students are required to have a recent physical examination and receive a health clearance in addition to the required immunizations. BLS/CPR certificates are required before the first day of externship. (CSU)

MULTIMEDIA STUDIES

This program is designed to provide a link between content, technology, and creative vision for emerging digital artists. Each course provides hands-on experience for professional advancement, career-related training, and transfer preparation for university degrees. Each course develops the creative process through project-based learning that prepares students to be resourceful and independent, and to succeed in the wide range of multimedia careers.

Career Options
 Animator, Application Designer, Art Director, CGI Effects Artist, Game Level Designer, Graphic or Production Artist, Illustrator, Interface Designer, Project Manager, Video Editor, Video Producer, Visual Designer, Web Designer, Web Developer

Faculty
 James Gonzalez, Derek Wilson
 Department Phone: (415) 457-8811, Ext. 8200

A.S. IN MULTIMEDIA STUDIES

(Certificate of Achievement also awarded. Skills Certificates in Multimedia Foundation, Multimedia 3-D, Print Design, Video Production, and Web Authoring available.)

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

A Skills Certificate is earned by satisfactory completion of the required courses as outlined for the specific Skills Certificate.

A Certificate of Achievement is awarded for completion of the core program plus course requirements for each intended specialty.

An Associate in Science (A.S.) degree is awarded for completion of all requirements in the core program and chosen specialty as well as completion of general education and graduation requirements.

Repetition Policy
 Students may petition to repeat MMST courses if two years have lapsed since they last attended said course. College of Marin petition procedures are located in the Admissions and Records section of the catalog.

Core Requirements
 The following courses are required of all Multimedia Studies degree and Certificate of Achievement students:

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<thead>
<tr>
<th>REQUIREMENTS</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>MMST 101</td>
<td>1</td>
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<tr>
<td>MMST 110</td>
<td>3</td>
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<tr>
<td>MMST 111</td>
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<td>MMST 213</td>
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<tr>
<td>TOTAL CORE UNITS</td>
<td>12.5</td>
</tr>
</tbody>
</table>

Specialties
 In addition to the core requirements listed above, each Multimedia Studies degree and Certificate of Achievement student will complete one of the following specialties:

Authoring Specialty
 Provides training and experience of digital media as it applies to website design, development, and promotion with an emphasis on skills related to the production of interactive content for delivery over the web.

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>MMST 131A</td>
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<tr>
<td>MMST 131B</td>
<td>3</td>
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<tr>
<td>MMST 131C</td>
<td>3</td>
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<tr>
<td>MMST 134A</td>
<td>3</td>
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<tr>
<td>MMST 134B</td>
<td>3</td>
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<tr>
<td>TOTAL SPECIALTY UNITS</td>
<td>15</td>
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</tbody>
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Design Specialty
 Provides an overview of training and experience required for a career in design. The Design Specialty includes the growing number of formats affected by design—interactive, print, web, and mobile devices. Traditional elements of graphic design are also covered.

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<tr>
<th>REQUIREMENTS</th>
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<tbody>
<tr>
<td>MMST 112</td>
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<td>MMST 122</td>
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<td>MMST 183</td>
<td>3</td>
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<tr>
<td>TOTAL SPECIALTY UNITS</td>
<td>15</td>
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</table>

Entertainment Specialty
 Provides training and experience for the entertainment-related segments of multimedia. The Entertainment Specialty provides an overview of skills required for games, movies, popular media, and interactive devices.

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>MMST 124</td>
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<tr>
<td>MMST 142</td>
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<tr>
<td>MMST 146</td>
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<td>MMST 163</td>
<td>3</td>
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<tr>
<td>MMST 166</td>
<td>3</td>
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<tr>
<td>TOTAL SPECIALTY UNITS</td>
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</tr>
</tbody>
</table>

MULTIMEDIA STUDIES COURSES (MMST)

MMST 101: Orientation to Multimedia
0.5 Unit. No prerequisite. Three laboratory hours weekly for eight weeks.

Digital media is becoming the predominant method for receiving news and entertainment. This course covers the tools and techniques needed to become literate in this new digital media universe. Armed with the knowledge and skills learned in the course, students will be able to safely and effectively find and consume the tremendous amount of digital media now available in many formats and delivery platforms. (CSU)
MMST 110: Introduction to Multimedia
3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: MMST 101.
Mass media is giving way to personal and participatory media. This survey course examines these changes and their likely long-term effects, on both the media industry and society. Coursework introduces students to a wide range of digital media content, including interactive media, mobile media, search engines, streaming video and audio, podcasts, online communities, blogs, wikis and other social media. (CSU)

MMST 111: Multimedia Production
3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: CIS 110.
An opportunity to explore the different aspects and content of multimedia projects. Students are introduced to team development and production schedules as they learn the basic tools and methods for developing graphics, sound, video, and authored environments that simulate real-life projects and deadlines. (CSU)

MMST 112: Fundamentals of Multimedia Design
3.0 Units. 5 lab hrs/wk. No prerequisite.
This course provides fundamental knowledge of design as it applies to multimedia. General topics include composition, color, identity, packaging, illustration, imaging, and web design. Assignments involve the creation of original work using current digital software tools. Design skills are developed through projects, research, and critiques. (CSU)

MMST 122: Design II: Graphics and Typography
3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: MMST 112.
This course provides typography and graphic design knowledge through hands-on projects for visual design. Topics include typography, color methods, design theory, and production techniques. Assignments involve the creation of original work using current digital software tools. Design skills are developed through projects, research, and critiques. (CSU)

MMST 124: Beginning Modeling, Texturing, and Animation in 3DS Max
3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite.
This foundation class provides working knowledge, resources, and learning techniques for 3D software. The class covers beginning 3D modeling and texturing to create models appropriate for real-time and pre-rendered contexts, animating non-character assets using the broad toolset available to 3D animators, and character animation using simple deformations. Students develop self-evaluation techniques to expand the skills necessary to produce photo-real or fantasy models. (CSU)

MMST 125: Intermediate Modeling and Texturing in 3DS Max
3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 124.
This course emphasizes modeling/texturing usable assets for real-time and pre-rendered contexts. Animating non-character assets, using the broad toolset available to 3D animators, and/or character animation using simple deformations. Techniques are reviewed and refined to build self-evaluation skills and to produce usable photo real or fantasy models, with focus on control using available tools. (CSU)

MMST 131A: Web Design I
3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: MMST 101.
This course introduces the tools and practices of modern Web site design and development. Students learn methods for designing and creating attractive and effective Web pages. Production skills are developed through the research, design, development and testing of a small Web site. (CSU)

MMST 131B: Web Design II
3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 131A.
This course provides intermediate-level instruction in the tools and practices of modern Web site design and development. Students learn methods for designing and creating Web sites that are attractive, functional, and easy to use. Production skills are developed through the research, design, development and testing of working Web sites. (CSU)

MMST 131C: Web Design III
3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 131B.
This course provides advanced-level instruction in the tools and practices of modern Web site design and development. Students learn methods for designing and creating Web sites that are attractive, functional, and easy to use. Production skills are developed through the research, design, development and testing of working Web sites. (CSU)

MMST 134A: Interactive Media Design I
3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: MMST 101.
This course introduces the tools and practices of modern interactive media design and development. Design and production skills are developed through the research, design, development, and debugging of interactive media for the Web and other digital media products. (CSU)

MMST 134B: Interactive Media Design II
3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 134A.
This course provides intermediate-level instruction covering the scripts and tools for creating interactive products for the Web and other media. Design scripting and production skills are developed through the research, design, development, and debugging of interactive media for the Web and other digital media products. (CSU)

MMST 134C: Interactive Media Design III
3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 134B.
This course provides advanced-level instruction covering the scripting skills and techniques required to design and create fully interactive digital media. Instruction covers modern scripting concepts including all the fundamental components of modern scripting languages, including variables, operators, objects, events, arrays, custom functions, and more. (CSU)

MMST 139: AutoCAD for Creative and Technical Careers
2.0 Units. 1.5 lecture and 1.5 lab hrs/wk. No prerequisite.
This course develops drafting and drawing skills using AutoCAD. Basic math and design skills are highly encouraged for success in the course. It is ideal for students pursuing careers in architecture, engineering, landscape design, prototyping and manufacturing, and for multimedia students interested in further developing their skills...
to work as 3D artists and animators in the entertainment industry. (CSU)

**MMST 142: Game Development I: Design and Creation**

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite.

This course introduces students to the basics of game development using analysis, research, and critiques to design and create a working game. Students learn about the game industry and what is expected to develop an interactive/video game through assignments that simulate employment by a game developer. (CSU)

**MMST 150: Photoshop I: Intermediate Techniques**

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: MMST 112.

This course provides intermediate knowledge of creative techniques for imaging and artwork. Design skills are developed through exercises and projects using hands-on exercises, research, and critiques. Includes creative and production techniques to prepare images for professional projects using Photoshop and other current imaging software. (CSU)

**MMST 151: Animation I: Illustration and Cartoons**

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: MMST 112.

This course provides increased knowledge of drawing and illustrating as they relate to animation and cartoons. Using traditional concepts and current software tools, students develop animations for web or video display. Skill and knowledge are developed through hands-on exercises and projects. (CSU)

**MMST 152: Game Development II: Level Design and Production**

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 142.

This course guides students through the development process of creating a video game, with emphasis on teamwork. Industry software and techniques are used to design, storyboard, model, animate, script and publish a 3D video game. Students work in teams with assigned tasks to develop a multi-level game, including compelling story and cut-scenes. (CSU)

**MMST 160: Photoshop II: Calibration and Printing**

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 150.

This course provides advanced knowledge of techniques and practices for successful printing of digital images and artwork. It includes advanced creative and production techniques to prepare students for professional-level projects. Completed work is suitable for portfolios or exhibiting. (CSU)

**MMST 161: Animation II: Interactive Elements**

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 151.

This course provides increased knowledge of animation by expanding on the dynamic capabilities using ActionScripting for interactive content in games, websites and stand-alone animations. Advanced techniques, theories, and methods for enhanced interactive production and design are covered in addition to the principles of ActionScripting. (CSU)

**MMST 163: 3-D Character Animation: Complex Lighting and Materials**

3.0 Units. 2.5 lecture and 2.5 lab hrs/wk. No prerequisite.

This class focuses on 3-D lighting and how to dress it for believability, including atmospheres and particle systems, as well as special effects such as glows, flares, and blurs. The course develops skills in setting up lights, atmospheres, particle systems, and cameras, in building believable textures, and in creating environments for 3-D animation or game play. (CSU)

**MMST 166: Video Effects I: Transitions and Titles**

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: MMST 146.

This course offers intermediate video editing techniques using effects for effective transitions, titles, and animations. Topics include Chroma keys, Photoshop source material, animation, titles, and color effects. Through hands-on exercises and projects, the course develops creative and technical skills. (CSU)

**MMST 173: Intermediate 3-D Modeling and Animation (Level II)**

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 163.

This class focuses on intermediate levels of animation and modeling in 3-D as they apply to visualization, effects, games and other applications for multimedia projects. Students expand on tools and techniques learned in the beginning class to create more complex models and animated sequences. (CSU)

**MMST 183: Design III: Page Layout**

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: MMST 150 and 151.

This course provides basic knowledge of layout design as it applies to printed media and paperless publishing. Design and layout skills are developed through hands-on projects. (CSU)

**MMST 193: Print and Packaging Design**

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 183.

This course provides advanced knowledge of design as it applies to printed media products and packaging. Assignments involve the creation of designs involving 4/C printing, trapping, and packaging dies. Layout design and visualization skills are developed through hands-on projects and full-color printed proofs. (CSU)

**MMST 200: Portfolio Development**

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken for credit as Art 200 or MMST 200; credit awarded for only one course.

Through lecture, research and critiques, students develop a professional portfolio that reflects their interests, skills and career goals. This course is for students who have accomplished creative skills and wish to develop strategies of self-promotion for their area of expertise. (CSU)

**MMST 210: Advanced Project**

0.5 Unit. 1.5 lab hrs/wk. Repeat: 1. No prerequisite.

This course provides the opportunity to design and implement group or individual creative projects containing graphics, animation, audio, video, or authoring components, and a forum for exploring and testing potential project ideas, from concept to final product. Intended for students who are ready to plan, design and implement
independent advanced multimedia projects such as CD-ROMs, DVDs, Web sites and more. Group or individual lab activities involve taking a project idea through the stages of design, preproduction, prototyping, production, testing, and delivery. (CSU)

MMST 213: Internship in Multimedia
3.0 Units. 1 lecture, 1.5 lab and 5 TBA hrs/wk. Repeat: 2. Prerequisite: MMST 200 or Art 200. One lecture, one and one-half laboratory, and four and one-half internship hours weekly.

This course bridges the gap between the classroom and the multimedia industry, providing an on-campus lecture class coupled with one or more short-term internship projects for real clients. Expectations are characterized by work-group activities, multiple projects under deadline, and collaborative efforts. Internships are not guaranteed. Intern projects may be suitable for student's portfolio. (CSU)

MUSIC
A career in music today demands from all performers and participants a sophisticated knowledge of theory, history, performance standards, and practices in all musical fields whether classical, jazz, rock, or popular. Whatever branch of the music career you may find yourself pursuing, academic music experience is valuable in your background.

Career Options
Agent, Arranger, Arts Administrator, Band Director, Business Manager, Choral Leader, Composer, Concert Hall Manager, Conductor, Copyist, Disc Jockey, Electronic Writer and Computer Specialist, Instrument Maker, Instrument Repair Technician, Instrumental Musician, Lyricist, Music Coach, Music Critic, Music Director, Music Editor, Music Librarian, Music Publishing Editor, Music Store Owner/Staff, Music Therapist, Musicologist, Performer, Piano Tuner-Technician, Private Instructor, Recreation Therapist, Singer, Teacher

Faculty
Department Phone: (415) 485-9460

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


A.A. IN MUSIC
Music students enter college with varying levels of musical experience and training. While certain music courses are open to everyone, a standardized audition is required for more advanced classes. Most classes require that a student have some basic skill at reading musical notation and some familiarity with musical terminology. Music 106 is designed to provide this theoretical background. Students already familiar with classical music periods, forms, and styles may wish to take the Music Placement Test; passing this test exempts students from taking Music 101.

In order to sufficiently understand the required music theory, students are advised to acquire and develop their skills in ear training and piano concurrently with the concepts taught in that level of music theory. Therefore, the program is designed so that a student is enrolled in all the 100-level courses simultaneously (i.e., taking Theory I, Ear Training I, and Piano I all in the same semester). If this is not possible, students are advised to take piano before taking the same level of music theory.

Performance is required of all music majors; they are required to be in a major performing ensemble (see below), and are encouraged to perform in regular monthly recital hours.

To receive a comprehensive music education beyond the degree requirements, the music department recommends certain electives, depending on the student's area of concentration:

- All music majors need small ensemble experience: Music 180 (for instrumentalists) or Music 183 (for vocalists).
- Jazz students: Music 113 (Jazz Improvisation).
- Composition students: Music 214 (Composition), Music 178, 179, 279 (one or more strings classes on any level), a music notation course, and Music 116 and 117.
- Electronic music students, or students interested in careers in the recording industry: Music 116 and 117.
- Majors in music education or music therapy: Music 178, 179, and 162; a music notation course; and Music 181 and 182.

Performing Ensembles
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.

Music majors must be enrolled in one of the following ensembles each semester: MUS 162, 163, 165, 166, 167, 168, 169, or 177. These 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 soles with the ensemble. 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.

<table>
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<tr>
<th>REQUIREMENTS</th>
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<td>Theory</td>
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<td>Theory III</td>
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<td>MUS 212</td>
<td>Theory IV</td>
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<tr>
<td>Ear Training</td>
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<tr>
<td>MUS 121</td>
<td>Ear Training I</td>
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<tr>
<td>MUS 122</td>
<td>Ear Training II</td>
</tr>
<tr>
<td>MUS 221</td>
<td>Ear Training III</td>
</tr>
</tbody>
</table>
MUS 101: Introduction to Classical Music
3.0 Units. 3 lecture hrs/wk. No prerequisite.

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. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

MUS 102: Music Masterworks
3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: Successful completion of either Music 101 or 106.

Guided listening and discussion, with examples of music masterworks from the beginning of available music history to the present. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

MUS 105: Rock, Pop and Jazz
3.0 Units. 3 lecture hrs/wk. No prerequisite.

A multicultural study of the evolution of American musical styles including blues, early country and folk, jazz, rhythm and blues, soul, rock and roll, pop, mambo, salsa, samba, bossa nova, hip hop, and hybrid forms. Emphasis is on the African-American, European-American, and Latin-American origins of these contemporary styles and their historical contexts. (CSU/UC) AA/AS Areas C & G, CSU Area C-1, IGETC Area 3A

MUS 106: Music Fundamentals
3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: Music 163. Not open to students who have completed Music 111, 112, 211, or 212.

Designed for anyone interested in acquiring basic music skills for performance, teaching or composition. Includes music reading, notation, terminology, piano keyboard, sight singing, and ear training. (CSU/UC) AA/AS Area C, CSU Area C-1

MUS 107: Theory I
3.0 Units. 3 lecture hrs/wk. Prerequisite: read simple music. Advisory: concurrent enrollment in Music 121, 171, and a major performing ensemble.

Beginning music theory. Review of scales, meter signatures, intervals, triads, and seventh chords. Study of four-part harmonic progression including cadences, voice leading and doubling rules, and some non-harmonic tones. (CSU/UC)

MUS 112: Theory II
3.0 Units. 3 lecture hrs/wk. Prerequisite: Music 111. Advisory: concurrent enrollment in Music 122, 172, and one major performing ensemble.

Continued study of harmonic progressions, focusing on secondary triads and their inversions, sequences, non-harmonic tones, and counterpoint. Introduction to seventh chords. (CSU/UC)

MUS 113: Jazz Improvisation
1.5 Units. 0.5 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite. Advisory: Basic instrumental/vocal technique and a willingness to take risks.

An introduction to improvisation for instrumentalists and vocalists who wish to develop their ability to perform jazz solos. Students learn jazz harmony, melody and rhythm, and apply this knowledge to the craft of improvisation. (CSU/UC)

MUS 116: Desktop Musician I
2.0 Units. 1.5 lecture and 1.5 lab hrs/wk. No prerequisite.

Basic concepts of electronic music synthesis, digital audio recording, and MIDI. The class emphasizes creating original multi-track recordings using loops, software instruments, and audio tracks; and includes editing, mixing, and mastering techniques. Supervised hands-on practice sessions in addition to required individual lab time. (CSU)

MUS 117: Desktop Musician II
2.0 Units. 1.5 lecture and 1.5 lab hrs/wk. Prerequisite: MUS 116.

A continuation of the basic concepts of electronic music synthesis, digital audio recording, and MIDI. The class emphasizes creating original multi-track recordings using loops, software instruments, and audio tracks; and includes editing, mixing, and mastering techniques. Supervised hands-on practice sessions in addition to required individual lab time. (CSU)

MUS 121: Ear Training I
2.0 Units. 1.5 lecture and 1.5 lab hrs/wk. Prerequisite: Read simple music; know major scales. Advisory: Music 106.

The ear training component of the complete music major package. Instruction includes rhythmic and melodic sight reading and singing; rhythmic, melodic, and harmonic aural perception; and some keyboard harmony. (CSU/UC)

MUS 122: Ear Training II
2.0 Units. 1.5 lecture and 1.5 lab hrs/wk. Prerequisite: Music 121.

The ear training component of the music major package. The course parallels the concepts and harmonic materials taught in Music 112. Instruction includes rhythmic and melodic sight reading; rhythmic, melodic, and harmonic aural perception; some keyboard harmony; melodic and harmonic simple intervals; triads in inversions and V7 chords; diatonic melodies; subdivisions of the beat into 2 to 4 parts;
and harmonic progressions, including diatonic triads and V7. (CSU/UC)

MUS 162: Band
1.5 Units. 0.5 lecture and 3 lab hrs/wk. Repeat: 4. Prerequisite: Standardized audition.
A daytime instrumental ensemble for traditional band instrumentalists. Intermediate players are accepted as well as more advanced ones. This course satisfies the major performing ensemble requirement for music majors. A public performance is required. (CSU/UC)

MUS 163: College Chorus
1.5 Units. 0.5 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite.
A chorus of mixed voices open to all students. The rehearsal and performance of choral music of a moderate degree of difficulty. Vocal techniques and musical skills are emphasized. Participation in public performances is required. (CSU/UC)

MUS 165: Piano Ensemble
1.5 Units. 0.5 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Standardized audition.
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. (CSU/UC)

MUS 166: Piano Repertoire and Interpretation
1.5 Units. 0.5 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Music 272 and standardized audition.
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. (CSU/UC)

MUS 167: Symphony Orchestra
1.5 Units. 0.5 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Standardized audition.
The study, rehearsal, and performance of music composed for chamber orchestra and full symphony orchestra from Baroque, Classical, Romantic, and contemporary periods. Fulfills the Major Performing Ensemble requirement for the Associate degree in Music. Participation in public performances is required. (CSU/UC)

MUS 168: Community Symphonic Band
1.5 Units. 0.5 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Standardized audition.
An instrumental ensemble for traditional band instrumentalists. This course satisfies the Major Performing Ensemble requirement for music majors. Participation in public performances is required. (CSU/UC)

MUS 169: Marin Oratorio: the Community Chorus at College of Marin
1.5 Units. 0.5 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Standardized audition.
A chorus of mixed voices of experienced choral singers that prepares and performs choral masterworks. Students must have previous choral experience, a pleasing, blending voice, and music reading ability. Advanced vocal techniques and choral skills are emphasized. Participation in public performances is required. Students may be required to participate in sectional rehearsals outside of class time and to assist in various facets of concert production. (CSU/UC)

MUS 171: Piano I
1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: Music 106.
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. (CSU/UC)

MUS 172: Piano II
1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: Music 171.
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. (CSU/UC)

MUS 177: Jazz Ensemble
1.5 Units. 0.5 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Standardized audition.
A course in large jazz ensemble performance. Intermediate and advanced skills are required. This course satisfies the major performing ensemble requirement for music majors. A public performance is required. (CSU/UC)

MUS 178: Strings I
1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. Repeat: 3. No prerequisite. Advisory: Ability to read simple music, or Music 106.
Beginning study of an orchestral string instrument. May be taken four times for credit; repeating students may play the same or a different instrument depending on student choice and ability. (CSU/UC)

MUS 179: Strings II
1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. Repeat: 3. Prerequisite: Music 178.
An orchestra primarily of string instruments designed to meet the requirements of players not yet ready for community orchestra, but more advanced than beginning strings, and to prepare players for community symphony orchestra. Individual and ensemble techniques. (CSU/UC)

MUS 180: Chamber Music Ensemble
2.0 Units. 1.5 lecture and 2 lab hrs/wk. Repeat: 3. Prerequisite: Standardized audition.
The study, rehearsal and performance of repertoire for small instrumental ensembles (may include voice). Music from Baroque, Classical, Romantic, and Modern eras may be included, depending on skill level of players and instrumentation available. (CSU/UC)

MUS 181: Voice I
1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: Read simple music, or Music 106.
Elementary class instruction in the fundamentals of singing, principles of tone production, and voice development. (CSU/UC)
MUS 182: Voice II
1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: Music 181.
Continued elementary class instruction in the fundamentals of singing, principles of tone production, and voice development. (CSU/UC)

MUS 183: Chamber Singers
2.0 Units. 1.5 lecture and 2 lab hrs/wk. Repeat: 3. Prerequisite: Standardized audition.
A small select choir of mixed voices performing music written for small choral ensembles. Participation in public performances is required. (CSU/UC)

MUS 187: Chamber Orchestra
1.0 Unit. 3 lab hrs/wk. Repeat: 3. Prerequisite: Music 179.
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. (CSU/UC)

MUS 190: Opera Workshop
2.0 Units. 6 lab hrs/wk. Repeat: 3. Prerequisite: Standardized audition.
Rehearsal and performance of a staged opera production. Participation in public performance is required and is the final exam for the course. (CSU)

MUS 191: Musical Production: Orchestra
1-3 Units. Repeat: 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. (CSU)

MUS 192: Opera Festival
0.5 Unit. 1.5 lab hrs/wk. Repeat: 3. Prerequisite: Standardized audition.
Restaging of an on-campus opera production for off-campus performances. Participation in public performances is required and is the final exam for the course. (CSU)

MUS 193: Musical Production: Cast
1.5 Units. 3.5 lab hrs/wk. Repeat: 3. Prerequisite: Standardized audition.
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. (CSU/UC)

MUS 211: Theory III
3.0 Units. 3 lecture hrs/wk. Prerequisite: Music 112. Advisory: concurrent enrollment in Music 221, 271, and a major performing ensemble.
Students will study four-part harmony utilizing diatonic sevenths, secondary chords, and modulation. Exercises, analysis, and composition are included, as well as some keyboard harmony. Introduction to short forms of composition. (CSU/UC)

MUS 212: Theory IV
3.0 Units. 3 lecture hrs/wk. Prerequisite: Music 211. Advisory: concurrent enrollment in Music 222, 272, and a major performing ensemble.
Further study of chromatic harmony, including mode mixture, Neapolitan and augmented sixths, extended harmony, and modulation to more remote keys, followed by an overview of impressionism and 20th and 21st century compositional techniques. Analysis and composition, some keyboard applications. (CSU/UC)

MUS 214: Music Composition Seminar
3.0 Units. 3 lecture hrs/wk. Prerequisite: ability to read and write musical notation.
The study of compositional techniques, methods of notation, and individual creation of musical compositions. Students work on creative assignments of their own choice, listen to recordings, present in-class performances, and complete several small or one large composition during the semester. (CSU/UC)

MUS 221: Ear Training III
2.0 Units. 1.5 lecture and 1.5 lab hrs/wk. Prerequisite: Music 122.
A continuation of Music 121 and 122, the ear training component of the music major package. This course parallels the concepts and harmonic materials taught in Music Theory III (Music 211). Instruction includes rhythmic and melodic sight reading; rhythmic, melodic, and harmonic aural perception; and some keyboard harmony. Includes study of compound intervals, seventh chords, melodies with chromaticism, subdivisions of the beat into two to seven parts, and harmonic progressions including secondary chords. (CSU/UC)

MUS 222: Ear Training IV
2.0 Units. 1.5 lecture and 1.5 lab hrs/wk. Prerequisite: Music 221.
A continuation of Music 121, 122, and 221. The ear training component of the music major package. This course parallels the concepts and harmonic materials taught in Music Theory IV (Music 212). Instruction includes rhythmic and melodic sight reading; rhythmic, melodic, and harmonic aural perception, and some keyboard harmony. Includes study of compound intervals, seventh chords in inversion, synthetic and other unusual scales, chromatic, modal, and atonal melody, complex meter changes, polyrhythm, irregular meter, and harmonic progressions including mode mixture, Neapolitan and augmented sixth chords. (CSU/UC)

MUS 271: Piano III
1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: Music 172.
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. (CSU/UC)

MUS 272: Piano IV
1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: Music 271.
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. May be taken four times for credit. (CSU/UC)
MUS 281: Voice III  
1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: Music 182. Intermediate instruction in the fundamentals of singing, principles of tone production, and voice development with emphasis on vocal literature. (CSU/UC)

MUS 282: Voice IV  
1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: Music 281. A more advanced development and refinement of the fundamentals of singing, principles of tone production, and voice development with emphasis on more advanced vocal literature. (CSU/UC)

NURSING EDUCATION: REGISTERED

The Registered Nursing Education Program at College of Marin prepares students for entry into the nursing profession, and serves as a foundation for advanced nursing studies. The Program faculty view Nursing Education as an individualized, collaborative endeavor that assists students in acquiring the knowledge, skills, and values necessary for entry-level nursing practice. Emphasizing critical thinking, effective communication, and cultural and clinical competence, the Program aims to prepare graduates for roles as care providers across the health care continuum, as managers of care, and as active members of the nursing profession. The Program affirms the dignity and worth of each individual, and strives to educate students who are adaptable, responsible, politically aware, and committed to lifelong learning. Graduates are prepared for entry-level practice in a variety of healthcare settings.

The Registered Nursing Program is guided and accredited by the California Board of Registered Nursing. Graduates are prepared to take the National Council Licensure Examination for Registered Nurses. The Program offers opportunities for advanced placement for returning, transfer and challenge students.

Students must complete prerequisite courses and assessments prior to application and entry into the Program. All potential applicants must meet with a College of Marin counselor to clarify requirements and develop an education plan.

Faculty
Molly Johnson, Jeannie Langinger, Sara Lefkowitz, Joyce Passer, Mary Pieper-Warren, Diane Ridley, Joanna Ruddle
Department Phone: (415) 485-9319
www.marin.edu/nursing

Please note: The Registered Nursing Program will implement curriculum changes for the class entering the Program in fall of 2015. Students entering during the 2013-2014 academic year must complete the degree requirements as listed by the end of the 2015 summer session.

A. Courses Taken at Other Colleges or Universities:  
The Program has seven prerequisite courses in addition to courses required to complete the nursing licensing exam and earn the Associate in Science degree. Courses completed at other colleges or universities may be used to meet these requirements if they are determined to be equivalent to those offered at College of Marin.

To determine equivalency, each course must be evaluated through the procedure identified below. There is no guarantee that a course taken at another college or university will be equivalent to one at the College of Marin. Applicants will receive a copy of their completed equivalency evaluation to assist in development of their education plan. Refer to “Prerequisites, Corequisites, and Advisories” in Section 2 of this catalog for additional information regarding this process.

- Beginning September 1, approximately 1 year prior to the fall date of entry into the Program, submit materials for evaluation of equivalency to Admissions and Records, College of Marin, 835 College Avenue, Kentfield, CA 94909.
- Required materials include official transcripts for all courses taken at other colleges or universities in the United States. Transcripts must be ordered within one calendar year of the date of application. Also required is the Petition for Substitution for the Nursing Program, available at www.marin.edu/nursing.
- Nursing courses completed at foreign colleges or universities must be evaluated by the California Board of Registered Nursing for consideration of equivalency. More information is available at www.rn.gov. Refer to “Foreign College Transcripts,” under “Academic Records” in Section 2 of this catalog for more information.

B. Credit by Examination:  
Students may “challenge” program prerequisite or corequisite courses by use of the college Credit by Examination Process described in “Advanced Placement/Academic Credit” in Section 2 of this catalog. A “challenge” must be completed prior to submitting an application for entry into the Program. The “Challenge” must be completed prior to submitting an application for entry into the Program. “Challenge” courses must be graded using a letter grade; Pass/No Pass grades are not accepted.

C. Graduation Requirements for Students with a Prior Bachelor’s Degree:  
Applicants who have verification of an earned Bachelor’s degree from a regionally accredited United States college or university may be awarded the Associate of Science degree upon completion of all courses required for nursing licensure. This includes all program prerequisite courses, nursing education courses and speech, psychology and anthropology/sociology courses listed under Degree Requirements, below. Please see a counselor for more information.

A.S. IN NURSING: REGISTERED (R.N.), OCCUPATIONAL OR TRANSFER

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 Saturday. 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.

Degree Requirements:
- Human Anatomy (BIOL 120)
- Human Physiology (BIOL 224)
- Microbiology (BIOL 240)
- Chemistry (CHEM 110, 114 or 115)
- English (ENGL 150)
- Psychology 110; and 112 or 114
- One course to be selected from: Anthropology 102, 103, or 208; or Sociology 110 or 140
• One course to be selected from: Speech 110, 120, 122, 128, 130 or 132

• Completion of College of Marin General Education requirements

Note: The College of Marin Registered Nursing Education Program must respond to changing legal/contractual requirements.

Board of Registered Nursing Content Required for Licensure

Suggested Sequence of Courses for Students

A. Application Dates

Completed applications must be submitted to the Admissions and Records department between January 2 and February 1 of the academic year when enrollment is requested. If either date occurs on a school holiday or weekend, the next following business day will apply. Applications will not be accepted prior to January 2 and late applications will not be considered.

B. Program Requirements for Consideration of Admission

1. Applicants must submit a complete application, demonstrate completion of all program prerequisite courses with a grade of “C” or better, be in good academic standing at College of Marin, meet the minimum assessment score on the Chancellor's Formula (72%), and meet the established minimal score on the ATI TEAS V assessment test.

2. Prerequisite Course Information:

• Grades of C- (minus) or lower, Pass/Fail, and Credit/No Credit on prerequisite courses will not be accepted.

• Some Nursing Program prerequisite courses have their own prerequisites. Please review the college catalog or meet with a counselor to develop a plan of completion.

• There is no recency requirement for prerequisite courses.

3. Seven Prerequisite Courses:

• NE 90: Introduction to Nursing Education and Practice.

• *Chemistry: One semester of college chemistry (CHM 110 or 114 or 115) or one year high school chemistry.

• *Anatomy: One four- or five- (semester) unit college human anatomy course with laboratory (BIOL 120).

• *Physiology: One four- or five- (semester) unit college human physiology course (BIOL 224) with laboratory.

• Math: Math 101 or 101AB or 101XY or College of Marin assessment test qualifying for Math 103 (challenge option). Please note: Math 103 is the college graduation requirement.

• English: English 150.

• *Microbiology: One four- or five- (semester) unit college microbiology course (BIOL 240) with laboratory.

*Please Note: All science courses must contain a laboratory component. Online prerequisite science courses or those with virtual labs will not be accepted.

4. Prerequisite Courses Completed at Other Institutions:

Prerequisite and corequisite courses completed at other colleges or universities must be equivalent to those offered at College of Marin. Students requesting equivalency for courses must complete the following:

• Between September 1 and October 31 submit a completed Petition for Substitution for Nursing Program Courses. This form is available on the nursing program website: http://www.marin.edu/nursing.

• Submit the completed form with official transcripts for all courses and catalog descriptions for each course. The

**Note:**

- **Requirements:**

  - **Freshman Year – First Semester**
    - NE 101: Level I Nursing Skills Laboratory (1)
    - NE 135: Nursing I: Fundamentals of Nursing (4)
    - NE 135L: Nursing I: Fundamentals Clinical Laboratory (2.5)
    - NE 138: Introduction to Pharmacology and Medication Administration for Nurses (1)
    - PSY 110: Introduction to Psychology (3)
    - Communication Skills Requirement (3)

  - **Freshman Year – Second Semester**
    - NE 102: Level II Nursing Skills Laboratory (1.5)
    - NE 140: Nursing II: Medical Surgical Nursing (3)
    - NE 140L: Nursing II: Medical Surgical Clinical Laboratory (2.5)
    - NE 210: Nursing Care of the Childbearing Family (2)
    - NE 210L: Nursing Care of the Childbearing Family Clinical Laboratory (2)
    - NE 220A: Pharmacology in Nursing A (1)
    - PSY 112: Child and Adolescent Psychology (3)
    - Or PSY 114: The Psychology of Human Development: Lifespan (3)

  - **Sophomore Year – Third Semester**
    - NE 203: Level III: Nursing Skills Laboratory (1.5)
    - NE 212: Nursing in Mental Health and Nursing of the Older Adult (2)
    - NE 212L: Nursing in Mental Health and Nursing of the Older Adult Clinical Laboratory (2)
    - NE 214: Nursing III: Advanced Concepts in Mobility, Sensation and Cognition (2)
    - NE 214L: Nursing III: Advanced Concepts in Mobility, Sensation and Cognition Clinical Laboratory (2.5)
    - NE 220B: Pharmacology in Nursing (1)
    - Behavioral and/or Social Sciences Requirement (3)

  - **Sophomore Year – Fourth Semester**
    - NE 216: Nursing III: Advanced Concepts in Cardiovascular Oxygenation and Renal Function (2)
    - NE 216L: Nursing III: Advanced Concepts in Cardiovascular Oxygenation and Renal Function Clinical Laboratory (2.5)
    - NE 225: Nursing Leadership and Management (2)
    - NE 225L: Clinical Transitions: Clinical Laboratory (2.5)
    - Communication Skills Requirement (3)

  - **Additional Courses Required for General Education Degree**
    - American Institutions (3)
    - Humanities (3)
    - Physical Education (1)
    - Cross Cultural Studies (3)
    - Communication and Analytical Thinking (3)

  **TOTAL UNITS:** 66.5

Note: Only those completing all the nursing requirements of a semester may advance to the following semester.

**ENROLLMENT PROCEDURES FOR NEW STUDENTS**

The following information pertains to students planning to enroll in the first semester of the Program. Transfer, advanced placement and reentry student information is included in the section beginning on page 183, “Enrollment Procedures for Returning, Transfer or Challenge Students.” Please read and follow the directions carefully. Please also refer to the Program website for details: www.marin.edu/nursing. It is recommended that all students meet with a college counselor prior to applying to the program to plan their course of study.

**REQUIREMENTS**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
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<tbody>
<tr>
<td>Freshman Year – First Semester</td>
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<td>American Institutions (3) Humanities (3) Physical Education (1) Cross Cultural Studies (3) Communication and Analytical Thinking (3)</td>
</tr>
</tbody>
</table>
transcript must be ordered and dated within one calendar year from the application date. The catalog description must be from the college catalog from the academic year(s) the course(s) was completed.

- Submit all materials to Admissions and Records.
- Retain the evaluation and submit a copy with your nursing program application.

C. Chancellor's Admission Formula

Applicants who successfully complete all prerequisites and submit a complete application must achieve a Chancellor’s Formula assessment score of at least 72% for further consideration. The assessment score is determined by a formula using the following:

- Overall college GPA for the last five years or ten semesters;
- Grade received in English 150;
- GPA of core biology courses: Anatomy, Physiology and Microbiology;
- Number of course repetitions in the core biology courses which includes grades of D, F, Incomplete, FW, No Credit, No Pass or W.

D. ATI TEAS Testing

Applicants with a random selection number of 100 or less (see section F, “Application Process,” below), who have successfully completed all prerequisites and received an assessment score of at least 72% on the Chancellor’s Formula will need to complete the ATI (Assessment Technologies Incorporated) TEAS (Test of Essential Academic Skills) Version V, meeting or exceeding the minimal score of 62.

E. Prior Experience in Healthcare

All applicants must document prior healthcare experience. This can be paid or volunteer experience. Applications which do not document prior healthcare experience will be disqualified.

F. APPLICATION PROCESS (FOR FIRST-SEMESTER STUDENTS)

5. Complete the application for enrollment in the Registered Nursing Program and submit prior to the February 1 deadline. All forms are available online at http://www.marin.edu/nursing. It is the responsibility of the applicant to submit a complete and accurate application with all required materials. All materials submitted as part of the application are the property of College of Marin and will not be returned. The college does not assume responsibility for notifying applicants of incomplete applications. The application materials include official transcripts, course descriptions, and a signed Petition for Substitution for prerequisite and corequisite courses taken at other colleges and universities. Applicants must be in good academic standing at College of Marin.

Submit the application in a sealed envelope to:
Admission and Records
Attention: RN Program
College of Marin
835 College Avenue
Kentfield, CA 94904-2590

6. Random Selection: Each year, the Program receives more requests for enrollment than the Program is able to accommodate. Enrollment in the Program is limited due to clinical placements and student safety needs. Thirty-six (36) students are offered space each year for the following fall semester. In the event the number of applications exceeds available spaces, a computerized random selection of applications is utilized. Each applicant receives a number for the current application period. This number is used to offer enrollment, contingent upon verification of each admission requirement. To meet the need for timely processing and notification by stated deadlines, applications numbered 1-100 are reviewed initially for calculation of the Chancellor’s Formula and TEAS V testing. In the event that additional spaces are available, the next 100 applications will complete calculation of the Chancellor’s Formula and TEAS V.

7. Calculation of Chancellor’s Formula: Applications containing complete information and required documents are reviewed for program prerequisites and coursework. Courses completed at College of Marin (or those evaluated as equivalent to College of Marin courses) are used in the determination of this formula. A completed, signed Petition for Substitution form must be included in the application documents for any prerequisite and corequisite courses taken at other colleges. Using the formula described in section C, “Chancellor’s Formula,” above, a numerical score is determined. A score of 72% or greater must be attained to be considered for admission to the Program. Applicants with a score of less than 72% will be disqualified.

8. Completion of ATI Test of Essential Academic Skills (TEAS), Version V: Applicants who score 72% or higher on the Chancellor’s Formula are allowed to complete the TEAS test at College of Marin. The Program only accepts results from the Version V test. Applicants who score 62 or higher on the TEAS Version V will be offered space based on their random selection number, until all available spaces have been filled. Students who do not achieve a score of at least 62 on the TEAS will be disqualified for the current application period but may retest after completion of mandatory remediation (see section G, number 4, below). Applicants who have taken the TEAS V test prior to application to the program must request that an official score report be mailed directly from the vendor (Assessment Technology Institute) to the Nursing Department. Please note: applicants must take TEAS V. Earlier versions of the TEAS, such as TEAS 4.0, are not accepted.

9. Notification of Space: Applicants who have met all of the above requirements will be offered space based on their random selection number until all spaces are filled. Applicants are responsible for providing accurate contact information (including a current email address, as notification is by email). Notification is given by June 1. No information regarding admission will be given over the phone or without verification of student identity.

10. Background Screening and Drug Screening:

- Clinical facilities require students placed at their site to pass a background screening. Information regarding this screening is included with materials upon the offer of space in the Program.
- All applicants tentatively accepted into the Program must complete a Criminal Background Clearance at a cost of approximately $50, paid by the student prior to enrollment. Each clinical facility has the right to refuse placement of a nursing student based on criminal background information. Due to the dynamic state of clinical placement sites, applicants must be able to attend every clinical facility utilized by the Program. In the event that any facility refuses placement, the offer of space in the Program will be withdrawn.
• Requirements vary among clinical facilities. Generally an applicant who has a history of felony and/or misdemeanor convictions(s) or any bar exclusion or other ineligibility for federal program participation could be refused placement. Examples include but are not limited to, DUl (Driving Under the Influence) convictions, any conviction involving child or elder abuse, or any conviction dealing with violence. It is not possible to determine acceptance or refusal by a clinical facility on an individual basis. Applicants should consider their prior background before submitting an application to the Nursing Program.

• Prior to obtaining a license to practice as a Registered Nurse, all graduates must report felony and misdemeanor convictions along with submission of fingerprints. The Board of Registered Nursing may deny licensure based on prior convictions. For a list of convictions substantially related to the practice of nursing, please contact the Nursing Department or the Board of Registered Nursing Web page: www.rn.ca.gov. It is possible for a student to clear the background check and be denied licensure.

• Many healthcare facilities require additional background checks prior to employment. A prior history of criminal activity may result in denial of employment.

• Students who have questions about the background screening, Nursing Program eligibility, or the Board of Registered Nursing requirements should contact the Director of Health Sciences. Students with histories of any of the above events are encouraged to meet with a counselor to discuss career options, including those outside of health care.

11. Drug Screening: Clinical agencies require mandatory drug screening. Students with a positive drug screening test may be denied placement at clinical facilities which would require withdrawal of the offer of space. The cost is $51, to be paid by the student. The list of drugs tested and the procedure are posted on the website. The drug screening test is completed using nursing program forms, and undertaken after the offer of space. Prior testing results or results from other organizations will not be accepted. Clinical agencies may ask for a random drug test on the student per agency staff policy if substance use is suspected.

12. Health Clearance: All applicants will receive a health and immunization form to be completed by a licensed healthcare provider. Applicants must be able to participate in all clinical activities to enter the Program.

G. Applicants Not Admitted to the Program:

1. Disqualification: An application may be disqualified for any of the following reasons:

• Application is incomplete.

• Official transcripts for all courses have not been submitted.

• All prerequisite courses have not been completed.

• Did not meet the 72% minimal score on the Chancellor’s Formula.

• Did not achieve a 62 or greater on the ATI TEAS V test.

Disqualified applicants will receive information identifying the reason for the disqualification. Disqualified applicants may apply during the next application period pending correction of the reason(s) for the disqualification.

2. Qualified but No Available Space: An applicant may be qualified but not admitted due to lack of available space. If an applicant is not admitted, a new application and supporting documents must be submitted the next application period.

3. Waiting List: Ten candidates from each application period become a “wait list” for the following year. Candidates are chosen in rank order from the random selection numbers assigned during the prior application period. Wait list candidates must meet all NEW Program requirements. Wait list candidates include those who successfully remediate, reapply to the Program, and pass the TEAS test, as well as those who met all qualifications at the time of application. The remaining eligible candidates from the prior year are included with the current year’s applicants (first-time applicants) and assigned numbers as described above if the number of eligible candidates exceeds openings.

4. ATI TEAS V Remediation: Demonstration of readiness to enter the Program includes successful completion of the remediation plan and achieving a score of 62 or higher on the TEAS V retest. Any applicant who does not complete the remediation requirements within one year will be required to restart the application process as a new student. Applicants who need to remediate should make an appointment with the Director of Health Sciences to review the TEAS results and determine a plan of remediation. Upon completion of the remediation, applicants must meet again with the Director to provide verification that all areas have been completed.

5. Reapplication: Applicants who were determined eligible (met all eligibility requirements and passed the TEAS), but not selected due to a lack of sufficient openings or inability to meet the TEAS cut score, must resubmit the application form and any new supportive documents to be considered for the next year’s Program openings.

6. Readmission: Admitted students who fail to complete first-semester Program courses must submit a new application and will be considered new students. Students who seek readmission during the second, third or fourth semesters will follow the processes under the following section.

ENROLLMENT PROCEDURES FOR RETURNING, TRANSFER, OR CHALLENGE STUDENTS

Please refer to the Program website for details: www.marin.edu/nursing.

Definitions:

• Returning student: A student who left the College of Marin Registered Nursing Education Program.

• Transfer student: A student who successfully completed one or more semesters of nursing education courses in another program.

• Challenge student: A student with prior nursing education (LVN) or other health care education or experience who wishes to enter the Program with advanced standing and receive credit for previous education or prior work experience.

1. Admittance on a Space-Available Basis: Entry is on a space-available basis dependent upon the semester of entry and required course(s). Submission of an application is not a guarantee of space. Applicants who are admitted on a space-available basis do not have a guarantee that space is available in subsequent semesters.
Applicants must be prepared for a short time interval between notification of available space and beginning the program.

2. Application Dates:
   • Fall Entry – 3rd semester of Program: Applications accepted January 2 through February 1
   • Spring Entry – 2nd or 4th semesters of Program: Applications accepted September 1 through October 1
   • Applications will only be accepted during the identified application period.
   • Incomplete applications will not be considered.

3. Program Prerequisites: All applicants, including returning, transfer and challenge students, must complete all required program prerequisite courses with a grade of “C” or better, and must be in good academic standing at College of Marin. Refer to information under “Enrollment Procedures (for First-Year Students)” above, section B, number 2, “Prerequisite Course Information.”

4. Chancellor’s Formula: All applicants, including returning, transfer and challenge students, must meet the minimal score on the Chancellor’s Formula of 72%. Refer to section F above for more information.

5. ATI TEAS V: All applicants, including returning, transfer and challenge students, must meet the minimal score of 62 on the TEAS V exam. Refer to section F above for more information.

6. Nursing Courses: Applicants requesting credit for completed nursing courses must submit official transcripts, course descriptions and course syllabi for all such courses. Courses are reviewed by the nursing department for equivalency and appropriate Program placement. Courses in nursing education that were taken by returning or transfer students three or more years prior to a return to a nursing program will not be accepted. Courses taken in a vocational nursing program will not be subject to this policy if the applicant possesses a current LVN (licensed vocational nurse) license in the state of California.

7. Challenge of nursing courses: Applicants who have related experiences to qualify for a challenge must follow the college process described under “Prerequisites, Corequisites, and Advisories” in Section 2 of this catalog.

8. Licensed Vocational Nurse Applicants: To receive credit for prior nursing coursework in an approved vocational nursing program, in addition to the process and required information noted in the previous section for new students, applicants must submit the following:
   • Official transcripts from vocational nursing school or program requested within one calendar year of the date of application.
   • Copy of current California LVN license
   • Evidence of current work experience defined as at least one year of continuous employment in the role of a licensed vocational nurse within the last three years. This evidence must be in the form of a written letter from the employer on company letterhead.

9. Degree option: To obtain the Associate of Science Degree, applicants must complete all Program prerequisite and corequisite courses, meet the minimal score on the Chancellor’s Formula of 72% and meet the cut score on the TEAS V of 62. NE 135, 135L, 138, 140 can be waived. Based upon review of transcripts, NE 210 and 210L may also be waived.

10. LVN 30-unit option: Students selecting this option will NOT obtain a degree NOR be considered a graduate of the College of Marin Registered Nursing Program. Students will qualify for the licensing exam as a “non-graduate,” which may limit employment options and future education opportunities. Prerequisites for this option are Physiology (BIOL 224) and Microbiology (BIOL 240). Applicants must meet 72% on the Chancellor’s Formula but are not required to complete the TEAS V exam. All applicants wishing to select this entry option must meet with the Director of Health Sciences prior to submitting an application.

A. APPLICATION PROCESS (FOR RETURNING, TRANSFER, OR CHALLENGE STUDENTS)

1. Returning Students:
   • Submit an application to return to the Program by identified due dates.
   • For return to fall courses, submit the application January 2 to February 1. For return to spring courses, submit the application September 1 to October 31.
   • Meet with the Director of Health Sciences to review and provide verification that the Remediation Plan has been completed. Refer to the COM RN Program Student Handbook available at www.marin.edu/nursing for more information.

2. Transfer Students:
   • Request evaluation of prerequisite and corequisite courses using the college process described in section A on page 180.
   • Submit an application to the Program by identified due dates.
   • To transfer to second- and fourth-semester courses, applications are due September 1 to October 31. To transfer to third-semester nursing courses, applications are due January 2 to February 1.
   • Download the application from www.marin.edu/nursing and complete.
   • Submit application with two copies of official transcripts, course descriptions for nursing courses and course syllabi for nursing courses. Transcripts must be ordered within one calendar year of the date of application.
   • Course information will be reviewed by the nursing department to determine equivalency and appropriate placement in the Program.
   • Pending review of materials and determination that the minimal score for the Chancellor’s Formula has been met, applicants will either be scheduled for the TEAS V exam or asked to provide official verification of their latest test score.

3. Challenge Students:
   • Request evaluation of prerequisite and corequisite courses using the process described previously in section A, under “Courses Taken at Other Colleges and Universities.”
   • Submit an application to the nursing program by identified due dates, identifying degree or 30-unit option.
   • For LVN applicants, submit the materials identified previously in this section, under “Enrollment Procedures for Returning, Transfer, or Challenge Students.”
• Course information is reviewed by the nursing department to determine equivalency and appropriate placement in the Program.
• Pending review of materials and determination that the minimal score for the Chancellor’s Formula has been met, applicants will either be scheduled for the ATI TEAS V exam or asked to provide official verification of their latest score.

4. Priority Admission into the Program for Returning, Transfer and Challenge Students:
• All admissions are on a space-available basis.
• First priority: Returning students who left the program in good standing defined as successful completion of all nursing courses.
• Second priority: LVN Challenge Degree-Option Applicants.
• Third priority: Transfer students and Returning students who left the program not in good standing (defined as a theory or clinical course failure).
• Fourth priority: LVN Challenge 30-unit Option applicants.
• In the event that there is more than one applicant in any priority level, a random selection process will be undertaken to provide a ranking number to each applicant in that priority category.
• Any applicant determined eligible but not selected due to lack of space must resubmit the application and supportive documents during the next application period for consideration.
• Applicants who did not meet the TEAS V score will not be considered for admission but may remediate and retake the test after completion of the Remediation Plan developed by the Dean of Health Sciences.

ADDITIONAL PROGRAM INFORMATION

5. Advisory Courses: In addition to completing required prerequisite courses, the Program strongly recommends that prospective students take two additional courses that will help them prepare for the nursing program:
• NE 095: Effective Strategies for Success in the Registered Nursing Program
• CIS 101: Introduction to Personal Computers and Operating Systems

6. Considerations Regarding Entry into the Program: The College of Marin RN Program is a full-time, rigorous course of study requiring both classroom and clinical learning experiences. Courses are scheduled both day and evenings and may include weekend hours. Each nursing course must be completed with a score of 75% or higher (or a Pass in a clinical course) to continue in the Program. Students considering nursing as a career option should develop a personal schedule that allows for Program instruction, study time at a ratio of 3 study hours per hour of class instruction, and personal time. Students are expected to exhibit professional behavior at all times. Patient advocacy and patient safety are primary considerations for all nursing professionals. Any student whose conduct displays potential harm to patient well-being as determined by the faculty will be withdrawn from the Program. All students are expected to participate in all Program activities, both classroom and clinical, in order to continue in the Program.

7. Repeatability: Students may not repeat any nursing course unless they have been readmitted in the Program. Readmission is not guaranteed. A student is eligible for readmission only one time. A student who fails any two nursing courses, fails a second course after readmission, or withdraws from the Program twice, is not eligible for readmission.

8. High School Education or Equivalent: Title 16, Section 1412 of the California Code of Regulations states that proof of high school education or the equivalent (high school diploma, GED, high school equivalency, college degree) is required by the person applying for a license as a registered nurse. The Program requires this proof for licensure application for students not pursuing the degree option.

9. IV Insertion Skills Certificate: This certificate is awarded to RN students upon successful completion of the NE 203 skills lab training classes in IV insertion. Students must demonstrate competency in the knowledge and skill of IV policy and procedure in a return demonstration in the skills lab, and three successful IV insertions on patients in the hospital in NE 225L.

10. Transfer: The Program faculty strongly support graduates continuing their education to obtain the Bachelors and Masters Degree in Nursing. Students planning to transfer to a four-year institution should complete lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information, as curriculum requirements may vary among transfer universities. Graduates of the Registered Nursing Education Program may transfer to a number of colleges and universities to study for a Bachelor of Science degree in Nursing. Contact the Registered Nursing Education Department for information regarding the following schools:
• Sonoma State University (www.sonoma.edu/adnmsn)
• San Francisco State University (www.nursing.sfsu.edu)
• Dominican University of California (www.dominican.edu/academics/hns/nursing)

NURSING EDUCATION COURSES (NE)

NE 090: Introduction to Nursing Education and Practice
1.0 Unit. 1 lecture hrs/wk. No prerequisite.
This course is required for all applicants to the Registered Nursing Program, and recommended for all persons seeking information about nursing education and the role of the Registered Nurse. We navigate the program’s website, reviewing the program overview and the necessary COM resources to provide updated enrollment procedures and admission requirements into the nursing program. Identification of basic skills needed for nursing, including test taking, time management, and coping strategies are explored.

NE 095: Effective Strategies for Success in the Registered Nursing Program
1.0 Unit. 1.09375 lecture hrs/wk. No prerequisite.
This course is designed to help nursing students attain the knowledge, skills, and attitudes necessary to grow and thrive in the College of Marin Registered Nursing Program. Students are introduced to critical thinking, QSEN (Quality, Safety, and Education in Nursing),
time management, successful study skills, stress management, and test-taking techniques.

**NE 099: Internship in Health Careers**
1.5 Units. 0.5625 lecture and 3.375 lab hrs/wk. No prerequisite. Corequisite: NE 100.

A career-preparation and internship course for students concurrently enrolled in NE 100. Students learn essential employment skills, including interviewing techniques, prior to working as an intern in a business that corresponds to the NE 100 course topic.

**NE 100: Introduction to Health Careers**
2.0 Units. 2 lecture hrs/wk. No prerequisite. Can be taken as DENT 100, MEDA 100, or NE 100; credit awarded for only one course.

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 learn about qualifications and professional preparation needed for various careers, and analyze the roles and responsibilities in today’s health care environment. The course is designed to help students develop realistic career goals, and to give an appreciation of how the current health care delivery system is influencing individual health professional roles and responsibilities.

**NE 101: Level I Nursing Skills Laboratory**
1.0 Unit. 3 lab hrs/wk. No prerequisite. Corequisites: NE 138 and 135. Must be enrolled in the COM Registered Nursing Program.

First-year registered nursing students (Level I) learn and practice basic assessment and technical skills fundamental to professional nursing across the lifespan in the safety of a simulated clinical environment. Instruction includes presentation of evidence-based practice and scientific rationales for performance of technical skills, skill demonstrations, and the opportunity for guided/supervised student practice. (CSU)

**NE 102: Level II Nursing Skills Laboratory**
0.5 Unit. 1.5 lab hrs/wk. No prerequisite. Corequisite: NE 140. To enroll in this course, students must be enrolled in the COM RN Program.

This course provides opportunities for first-year registered nursing students (Level II) to learn and practice intermediate assessment and technical skills fundamental to professional nursing across the lifespan in the safety of a simulated clinical environment. Instruction includes presentation of evidence-based practice and scientific rationales for performance of technical skills, skill demonstrations, and the opportunity for guided/supervised student practice. In addition to the achievement of technical skill competency, emphasis is placed on integrating the use of the nursing process, communication and documentation skills, client care management skills, and critical thinking and problem solving skills through the use of clinical simulations and case scenarios. (CSU)

**NE 103: Open Skills Laboratory**
0.5 Unit. 1.5 lab hrs/wk. Repeat: 2. No prerequisite. Corequisites: NE 101 and/or 102. Must be enrolled in the COM Registered Nursing Program.

This course provides opportunities for registered nursing students who are enrolled in one of the required first-year skills labs (NE 101 or 102) to have additional supervised practice performing clinical skills that are required for the profession of registered nursing. (CSU)

**NE 110: Role Transition: LVN to RN**
1.0 Unit. 1.09375 lecture hrs/wk. Prerequisite: Admission to LVN to RN Transition. Must be enrolled in the COM Registered Nursing Program.

This course is designed to assist the LVN students to adapt to change and transition as they pursue education to become a registered nurse. Topics 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. Meets the National League of Nursing Accrediting Commission standards. (CSU)

**NE 135: Nursing I: Fundamentals of Nursing**
4.0 Units. 4 lecture hrs/wk. Prerequisites: ENGL 150; BIOL 120, 224, 240; CHEM 110 or 114 or 115; and NE 90. Corequisite: NE 138. Advisory: CIS 101. Must be enrolled in the COM Registered Nursing Program.

This foundation course for nursing practice presents concepts related to clients within the context of their environments, including growth and development, culture, and health-illness, and to the health care delivery system and the political, economic, and social factors that affect it. The course introduces caring in nursing, critical thinking in applying the nursing process and managing client care, communication, client education, and legal and ethical practice. Students learn how to perform an age-specific health assessment and basic physical examination, to recognize alterations in these assessments, and to engage in therapeutic interventions that promote and maintain clients’ health. Students learn fundamental nursing concepts related to care of immobilized clients, surgical clients, clients with alterations in skin/tissue integrity, and clients with sensory alterations. (CSU)

**NE 135L: Nursing I: Fundamentals Clinical Laboratory**
2.5 Units. 7.5 lab hrs/wk. No prerequisites. Corequisites: NE 101 and 135. Must be enrolled in the COM Registered Nursing Program.

This course is the clinical laboratory for NE 135. Students learn to perform an age-specific health assessment and a basic physical examination, to recognize alterations in these assessments, and to engage in activities that promote and maintain clients’ health. Students apply the nursing process to the care of the immobilized client, the surgical client, the client with an alteration in skin/tissue integrity, and the client with a sensory alteration. (CSU)

**NE 138: Introduction to Pharmacology and Medication Administration for Nurses**
1.0 Unit. 1 lecture hrs/wk. Prerequisite: Math 101. Corequisite: NE 135. Must be enrolled in the COM Registered Nursing Program.

This course focuses on the registered nurse’s role in drug therapy. It introduces principles of pharmacology emphasizing drug dosage calculation; explores legal, ethical, cultural, psychological and educational aspects of medication administration; and provides a framework based on the nursing process for the safe preparation and administration of medications to all age groups. The course focuses on principles for the safe preparation and administration of medications by enteral, topical, inhalation, and parenteral routes. (CSU)

**NE 140: Nursing II: Medical-Surgical Nursing**
3.0 Units. 3 lecture hrs/wk. Prerequisites: NE 135 and 138. Must be enrolled in the COM Registered Nursing Program.

This course builds on nursing concepts presented in Nursing I and prepares students to apply the nursing process to pediatric and adult clients with non-critical/moderately complex medical-surgical con-
Neonatal Care. The selected medical-surgical conditions involve alterations in fluid/electrolytes and acid/base balance, oxygenation, nutrition, elimination, and endocrine regulation. Included are concepts of pathophysiology, medical/surgical management, and collaborative care. Emphasis on the nurse’s role in preventing health problems, reducing complications, and maintaining physiological and psychological integrity. (CSU)

**NE 140L: Nursing II: Medical-Surgical Clinical Laboratory**
2.0 Units. 6 lab hrs/wk. No prerequisite. Corequisites: NE 102 and 140. Must be enrolled in the COM Registered Nursing Program.

This course is the clinical laboratory for NE 140. Students apply the nursing process to the care of pediatric and adult clients with non-critical/moderately complex medical-surgical conditions, involving alterations in fluid/electrolytes and acid/base balance, oxygenation, nutrition, elimination and endocrine regulation. Students learn to conduct a comprehensive nursing assessment and to intervene to prevent health problems and reduce complications. Students learn to manage care for two moderately complex clients and to apply risk reduction strategies to protect the client and maintain legal and ethical nursing practice. (CSU)

**NE 203: Level III Nursing Skills Laboratory**
0.5 Unit. 1.5 lab hrs/wk. Prerequisite: NE 102. To enroll in this course, students must be enrolled in the COM Registered Nursing Program.

This course provides opportunities for second-year registered nursing students (Level III) to engage in critical thinking and problem solving while learning and practicing advanced assessment and technical skills fundamental to professional nursing across the lifespan in the safety of a simulated clinical environment. Includes instruction to provide and reinforce theory and explain the context of the skill, skill demonstrations, and the opportunity for guided student practice. In addition to the achievement of technical skill competency, emphasis is placed on integrating the use of the nursing process, communication and documentation skills, client care management skills, and critical thinking and problem solving skills through the use of clinical simulations and case scenarios. (CSU)

**NE 205: Open Skills Laboratory**
0.5 Unit. 1.5 lab hrs/wk. Repeat: 2. No prerequisite. Corequisite: NE 203. To enroll in this course, students must be enrolled in the COM Registered Nursing Program.

This course provides opportunities for registered nursing students who have completed the required first-year skills labs (NE 101 and 102) to have additional supervised practice performing clinical skills that are required for the profession of registered nursing. Students may enroll in NE 205 to review and practice skills during the third and fourth semesters of the registered nursing program. (CSU)

**NE 210: Nursing Care of the Childbearing Family**
2.0 Units. 2 lecture hrs/wk. Prerequisite: NE 140. Corequisite: NE 210L. Must be enrolled in the COM Registered Nursing Program.

This course presents nursing care for the childbearing family during the prenatal, labor and delivery, postpartum, and neonatal periods. Emphasizes the nurse’s role in promotion of wellness and prevention of complications through health education. Students learn to recognize maternal and fetal high-risk conditions during pregnancy, birth, and after delivery that require collaborative care. Nursing management for childbearing women planning a pregnancy, including contraception and abortion, and some common women's health disorders are discussed. Included are concepts related to evidence-based practice, to effective management of resources, and to legal and ethical issues within reproductive health. (CSU)

**NE 210L: Nursing Care of the Childbearing Family Clinical Laboratory**
2.0 Units. 6 lab hrs/wk. No prerequisite. Corequisites: NE 102 and 210 or 203. Must be enrolled in the COM Registered Nursing Program.

This is the clinical laboratory that accompanies the Childbearing Family course. Students apply nursing concepts to the care of the family during the prenatal, labor and delivery, postpartum, neonatal, and women's health periods in hospital and community settings. Students further develop clinical reasoning and technical skills to promote maternal and newborn health and to recognize and prevent complications. (CSU)

**NE 212: Nursing in Mental Health and Nursing of the Older Adult**
2.0 Units. 2 lecture hrs/wk. Prerequisite: NE 140. Must be enrolled in the COM Registered Nursing Program.

This course has two components: nursing in mental health, and nursing of the older adult. Nursing in mental health focuses on the application of the nursing process and principles of therapeutic communication to the care of pediatric and adult clients with selected mental disorders. Included are concepts of psychobiology, treatment modalities, collaborative care, and legal and ethical issues within mental health. Nursing of the older adult focuses on nursing interventions for health promotion, the management of common geriatric syndromes, and care of the older adult with multi-system problems. Included are the effects of a large aging population on health care; legal, ethical and public policy issues affecting care of older adults; and end-of-life care for clients across the lifespan and their families. (CSU)

**NE 212L: Nursing in Mental Health and Nursing of the Older Adult Clinical Laboratory**
2.0 Units. 6 lab hrs/wk. Prerequisite: NE 140. Corequisites: NE 212 and 102 or 103. Must be enrolled in the COM Registered Nursing Program.

This course is the clinical laboratory for NE 212. Students apply the nursing process to the care of pediatric and adult clients with selected mental disorders and to the care of older adults in acute and community settings. Students collaborate with other health care professionals in health care management, health education, and resolution of legal and ethical issues in mental and geriatric health. Students further develop therapeutic communication techniques and approaches for care of clients and families in crisis, individuals demonstrating challenging behaviors, and clients at end-of-life and their families. (CSU)

**NE 214: Nursing III: Advanced Concepts in Mobility, Sensation, and Cognition**
2.0 Units. 2 lecture hrs/wk. Prerequisite: NE 140. Must be enrolled in the COM Registered Nursing Program.

This course builds on concepts presented in Nursing I and Nursing II. The course takes a holistic approach and emphasizes nursing management of clients across the lifespan with acute and chronic
diseases involving the neurological, musculoskeletal, sensory and immunological systems. Approaches to nursing and medical management during each phase of the disease process, starting with the onset of symptoms and diagnosis, through acute hospitalization and into post hospitalization care are presented. The student learns to apply the nursing process to the care of clients who are experiencing chronic pain and grief and loss. Students collaborate with the multidisciplinary health care team in all aspects of care. Students compare and contrast the role of the nurse in hospital care, home health care, rehabilitative care, and long term care. (CSU)

NE 214L: Nursing III: Clinical Laboratory - Advanced Concepts in Mobility, Sensation, and Cognition
2.5 Units. 7.5 lab hrs/wk. No prerequisite. Corequisites: NE 214 and 102 or 203. Must be enrolled in the COM Registered Nursing Program.

This is the clinical laboratory that accompanies NE 214. Students apply nursing concepts to the care of the client and family who are experiencing acute or chronic neurological, orthopedic or immunological problems in the hospital, community and rehabilitative settings. Students further develop clinical reasoning and technical skills to promote health and to recognize and prevent complications, and collaborate with other professionals in health care management, client education, and resolution of legal and ethical issues in medical surgical nursing. (CSU)

NE 216: Nursing III: Advanced Concepts in Cardiovascular Oxygenation and Renal Function
2.0 Units. 2 lecture hrs/wk. Prerequisites: NE 210, 212, or 214. Must be enrolled in the COM Registered Nursing Program.

This course builds on nursing concepts presented in Nursing II and focuses on clients with complex alterations in physiological and psychological integrity and the resulting health consequences. The course presents advanced concepts related to the nursing management and collaborative care of clients across the lifespan with select critical and/or complex cardiovascular, respiratory, and renal problems. Critical care during select life-threatening and emergency situations, including shock, sepsis, and multiple organ dysfunction syndrome, are addressed. This course prepares students within complex client health situations to prioritize and organize care; identify emerging health patterns or complications that require prompt attention; and compare feasible options to resolve clinical problems. (CSU)

NE 216L: Nursing III: Advanced Concepts in Cardiovascular Oxygenation and Renal Function Laboratory
2.5 Units. 7.5 lab hrs/wk. No prerequisite. Corequisite: NE 216; 203 for students enrolled in NE 216L during fall [third semester of program]. Students enrolled in NE 216L during spring [fourth semester of program] will have completed NE 203. Must be enrolled in the COM Registered Nursing Program.

This course is the clinical laboratory that accompanies NE 216. Students apply the nursing process to the care of adult and pediatric clients with select critical and/or complex cardiovascular, respiratory, and renal problems; collaborate with other health care professionals in health care management, health education, and resolution of legal and ethical issues of clients across the lifespan; and further develop skill in prioritizing and organizing care, identifying emerging health problems, and resolving clinical problems within complex client health situations. (CSU)

NE 220A: Pharmacology in Nursing
1.0 Unit. 1.125 lecture hrs/wk. Prerequisite: NE 138. Must be enrolled in the COM Registered Nursing Program.

This course provides students with a sound understanding of the pharmacologic properties of drug classes, with special emphasis on the clinical application of drug therapy through the nursing process and clinical case studies. It focuses on the mechanism of action, indications, dosage, and adverse effects of major drug classes and individual (prototype) drugs. Classifications of medications covered include: analgesics, anti-inflammatory drugs, anesthetics including drugs used in conscious sedation, sedatives, hypnotic drugs, anti-anxiety, antibiotics and miscellaneous drugs; antifungal and antiviral drugs, anti-asthmatic and glucocorticoid. Drugs affecting the gastrointestinal tract, insulin, oral hypoglycemic agents, and thyroid replacement. Vaccines, drugs affecting reproductive system, including female sex hormones and contraceptives. (CSU)

NE 220B: Pharmacology in Nursing
1.0 Unit. 1.125 lecture hrs/wk. Prerequisite: NE 138. Must be enrolled in the COM Registered Nursing Program.

This course provides students with a sound understanding of the pharmacologic properties of drug classes, with special emphasis on the clinical application of drug therapy through the nursing process and clinical case studies. This course focuses on the mechanism of action, indications, dosage, and adverse effects of major drug classes and individual (prototype) drugs. Classifications of medications covered include: cardiac glycosides, calcium channel blockers, ace inhibitors, antidyssrhythmics, antihypertensives, diuretics, vasodilators, anticoagulants, thrombolytics, antihyperlipidemics, psychotherapeutics, immunosuppressants and immunomodulators, chemotherapy agents, and anticonvulsants. Drugs affecting Parkinson's myasthenia gravis, dementia, Alzheimer's disease, and substances of abuse. (CSU)

NE 225: Nursing Leadership and Management
2.0 Units. 2 lecture hrs/wk. Prerequisites: NE 210, 212, 214, 216. Must be enrolled in the COM Registered Nursing Program.

This theoretical foundation for understanding organizational behavior and developing nursing leadership and management skills
assists students in the transition from nursing student to graduate Registered Nurse. Focus is on decision making, prioritization, time and stress management, staffing, delegation, team work, conflict management, and cost containment. Legal, ethical, economic, and sociopolitical issues that affect health care delivery and the nursing profession are explored. Professional issues discussed include membership in professional organizations, nurse’s rights, workplace safety, advocacy and political activism, licensure and guidelines for obtaining employment, and strategies for successful transition into practice for the new graduate RN. (CSU)

NE 225L: Clinical Transition: Clinical Laboratory
2.5 Units. 7.5 lab hrs/wk. No prerequisite. Corequisite: NE 225. Must be enrolled in the COM Registered Nursing Program.

This clinical laboratory that accompanies NE 225 provides opportunities for students to integrate cumulative nursing knowledge and experience into clinical practice; to organize and manage care for a group of clients; to actively collaborate with clients, families, and health care team members; and to further develop technical skill competencies under the direct supervision of a preceptor and the indirect supervision of a faculty liaison. Particular emphasis is given to the development of leadership/management skills required of a nurse in an entry level position. (CSU)

NURSING EDUCATION NONCREDIT REVIEW COURSES
The following noncredit courses are offered in support of the College of Marin Registered Nursing Program. Please refer to the Registered Nursing Department website for details: www.marin.edu/nursing.

VOCN 6010: Review of Nursing Care and Skills for RN Students
0.0 Unit.

This course offers the RN student additional practice in the clinical/laboratory setting. It is designed to provide remediation in topics ranging from assessment, nursing care planning, documentation, communication, medication administration, nursing skills, and organization to critical thinking and clinical decision making. Students are recommended to this course by their clinical instructor.

VOCN 6015: Successful RN Preceptor Course
0.0 Unit.

This course is designed for staff nurses who are working with students to become effective preceptors. The course includes content related to roles and responsibilities of the preceptor: supervision and legal issues, communication plan, values clarification, writing behavioral objectives, the advisement and evaluation process; and accidents and injuries.

VOCN 6020: Test of Essential Academic Skills Preparation Course
0.0 Unit.

This course helps students achieve the academic skills needed to succeed in a Registered Nursing Program. The course introduces the Test of Essential Academic Skills (TEAS) test plan, describes content areas and discusses test taking skills. Includes an initial practice assessment test, weekly meetings on particular content areas, a post assessment test, how to register for the TEAS, and recommendations for students who do not demonstrate readiness to take the TEAS.

PHILOSOPHY
The aim of philosophy courses is to understand how the great minds of the past and present have perceived and answered the most challenging questions about knowledge and reality and then to develop one’s own philosophy. This discipline encourages the acquisition and development of creative thought processes.

Career Options
Attorney, Communicator, Computer Scientist, Counselor, Educator, Journalist, Minister, Politician, Social Worker, Teacher

Faculty
John Marmysz
Department Phone: (415) 485-9348

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

PHILOSOPHY COURSES (PHIL)

PHIL 110: Introduction to Philosophy
3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent. PHIL 110 is not a prerequisite for PHIL 111. This course introduces major thinkers, movements and ideas in the western philosophical tradition. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

PHIL 111: Introduction to Ethics
3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent. This course introduces students to the major philosophical ethical theories and encourages them to apply these theories to situations in contemporary culture. Students gain an increased understanding of the role that ethical reasoning plays in the maintenance of culture. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

PHIL 112: Introduction to Logic
3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.

An introduction to the logical analysis and evaluation of arguments. Topics covered include: argument diagramming, categorical logic, sentential logic, and formal and informal fallacies. (CSU/UC) AA/AS Area C or E, CSU Area A-3

PHIL 117: History of Philosophy: Late Modern to Contemporary
3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent. This course deals with the history of philosophy from the end of the eighteenth century to the contemporary period. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B
**PHYSICAL EDUCATION** (ADAPTED)

For standard Physical Education courses, please see the Kinesiology discipline.

**PHYSICAL EDUCATION COURSES (PE)**

**PE 070: Adapted Aquatics**
0.5 Unit. 2.1875 lab hrs/wk. Prerequisite: Recommendation of student's physician and completed medical form.

Students enjoy the positive effects of the aquatic environment in a group exercise program. Swimming skills are not necessary. Includes aqua aerobics activities, cardiovascular training, water walk/jog programs, and lap swimming. (CSU/UC) AA/AS Area H

**PE 071: Adapted Aerobics**
0.5 Unit. 2.1875 lab hrs/wk. Prerequisite: Recommendation of student's physician and completed medical form.

An aerobics class designed to meet the needs of students with physical disabilities. Students participate in a group exercise class (sitting or standing). Designed to improve cardiovascular endurance, strength, and flexibility. (CSU/UC) AA/AS Area H

**PE 072: Adapted General Conditioning**
0.5 Unit. 2.1875 lab hrs/wk. Prerequisite: Recommendation of student's physician and completed medical form.

A course designed for students with physical disability. Students are provided with a personalized fitness program based on individual needs. It includes the use of stationary bicycles, treadmill, weight equipment, and other adapted equipment. (CSU/UC) AA/AS Area H

**PE 074: Adapted Yoga**
0.5 Unit. 2.1875 lab hrs/wk. Prerequisite: Recommendation of student's physician and completed medical form.

This is a safe yoga, breathing, and relaxation course designed for the physically disabled adult. Instruction includes safe total body stretches, diaphragmatic breathing, and deep relaxation training. Emphasis is on proper alignment, mind/body connection, and techniques to relieve stress and reduce pain. (CSU/UC) AA/AS Area H

**PE 075: Adapted Tai Chi**
0.5 Unit. 2.1875 lab hrs/wk. Prerequisite: Recommendation of student's physician and completed medical form.

This class will introduce the art of Tai Chi, specifically the Yang Style Short Form and Long Form. Designed for the physically disabled adult, movements will be adapted to the needs of each student, so that all may participate successfully at their appropriate level. (CSU/UC) AA/AS Area H

**PHYSICS**

The study of physics is extensive. It includes such fields as astronomy, optics, nuclear and high-energy physics, acoustics, solid state physics, biophysics, and geophysics. The career physicist may stand on a missile-launching pad, go beneath the sea or ascend into the upper atmosphere. Today, however, nuclear physicists represent the largest single group of full-time employed physicists.

**Career Options**


**Faculty**
David Everitt, Leah Sharp

**Department Phone:** (415) 485-9510

**Transfer**

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

**PHYSICS COURSES (PHYS)**

**PHYS 108A: General Physics I**
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Math 104 or sufficient score on the Math Assessment Test. Advisory: Math 121.

This course introduces topics in physics including motion, forces, energy, oscillation, waves, fluids, heat, and thermodynamics. Emphasizes problem-solving based in algebra and trigonometry, as well as laboratory investigations and experimental techniques. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A and 5C

**PHYS 108AC: General Physics I (Calculus Supplement)**
1.0 Unit. 1 lecture hrs/wk. Prerequisite: Physics 108A or concurrent enrollment, and Math 121 or sufficient score on the Math Assessment Test.

Covers basic concepts of kinematics, forces, rotational motion, fluids, oscillations, and waves, heat, and thermodynamics with a calculus-based set of problem assignments. (CSU/UC) CSU Area B-1

**PHYS 108B: General Physics II**
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: PHYS 108A.

A continuation of introductory topics in physics, focusing on the basic laws and concepts of electricity and magnetism, including the treatment of electric fields, charges and potentials, capacitance, electric current, basic DC and AC circuits, magnetism, electromagnetic induction, electromagnetic waves, light, and geometric optics.
Emphasizes problem-solving based in algebra and trigonometry, as well as laboratory investigations and experimental techniques. (CSU/UC) CSU Area B-1 and B-3, IGETC Area 5A and 5C

PHYS 108BC: General Physics II (Calculus Supplement)
1.0 Unit. 1 lecture hrs/wk. Prerequisite: PHYS 108B or concurrent enrollment, and Math 122.
An introduction to the fundamental concepts of electricity, magnetism, light, and modern physics with a calculus-based set of problem assignments. (CSU/UC) CSU Area B-1

PHYS 110: Introductory Physics
3.0 Units. 3 lecture hrs/wk. No prerequisite.
An introduction to the development and manifestation of the basic physical laws, the process of scientific inquiry and discovery, and the relationship and responsibilities of science to society. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

PHYS 110L: Conceptual Physics Laboratory
1.0 Unit. 3 lab hrs/wk. Prerequisite: PHYS 110 or concurrent enrollment.
This laboratory course introduces basic physical laws covered in PHYS 110. Experiments revealing basic physical laws are performed with an emphasis on scientific laboratory, experimental, and data-intepretation techniques. (CSU/UC) AA/AS Area A, CSU Area B-3, IGETC Area 5C

PHYS 207A: Mechanics and Properties of Matter
5.0 Units. 4 lecture and 3 lab hrs/wk. Prerequisites: Math 123, and Math 124 or concurrent enrollment.
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. Emphasizes problem solving. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A And 5C

PHYS 207B: Electricity and Magnetism
5.0 Units. 4 lecture and 3 lab hrs/wk. Prerequisites: PHYS 207A, and Math 223 or concurrent enrollment.
This course develops both microscopic and macroscopic descriptions of electricity and magnetism. The microscopic viewpoint is described by Maxwell’s four equations, which relate electric and magnetic fields to electric charges and currents, and by Coulomb’s law. The macroscopic description involves simple AC and DC circuit analysis, which includes Ohm’s law and the concepts of resistance, capacitance, inductance, impedance, and electrical resonance. (CSU/UC) CSU Area B-1 and B-3

PHYS 207C: Heat, Light, Sound, and Modern Physics
5.0 Units. 4 lecture and 3 lab hrs/wk. Prerequisites: PHYS 207A, and Math 223 or concurrent enrollment.
This course develops the concepts and laws describing four different but related topics. The major ideas include the first and second laws of thermodynamics, kinetic theory of gases, interference and diffraction of light and sound waves, optical instruments, atomic structure of matter, nuclear physics, and a brief introduction to quantum theory. (CSU/UC) CSU Area B-1 and B-3

POLITICAL SCIENCE

Political science is the study of government and politics. The major in political science is primarily designed for the student who desires a liberal arts education with a political science emphasis and who plans to enter a career in government service or public administration, seeks training for positions in the overseas agencies of the United States government, intends to pursue the study of law, or who wants to specialize in journalism or writing with an emphasis on government.

Career Options
Administrative Assistant, Attorney, Campaign Aide/Manager, City/County Manager, Claims Examiner, Congressional Staff Member, Consumer Protection Specialist, Contract Administrator, Customs Inspector, Diplomat, Economist, Elected Official, Environmental Studies, Equal Opportunity Specialist, Foreign Service Officer, Global Studies, International Relations Specialist, Labor Organizer, Labor Relations Manager, Law Clerk, Legislative Aide, Lobbyist, Paralegal Assistant, Patent Examiner, Political Scientist, Public Administrator, Public Information Officer, Research Specialist, Teacher, Union Representative, Urban/Regional Planner, Writer/Journalist

Faculty
Yolanda Bellisimo,
Department Phone: (415) 485-9630

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

A.A. IN POLITICAL SCIENCE

Associate in Arts in Political Science for Transfer degree (AA-T)
The Political Science Program provides transfer, general education, general interest courses, as well as an Associate in Arts for Transfer degree. The Associate in Arts in Political Science for Transfer degree (AA-T) is primarily designed for the student who desires to earn a degree on the way to transferring to a California State University.

To complete the Associate in Arts in Political Science for Transfer degree (AA-T), a student must:

1. Complete 60 semester units* or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
   - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education Breadth Requirements.
   - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Earn a grade of C or better in all courses required for the major or area of emphasis. A “P” (Pass) grade is not an acceptable grade for courses in the major.
3. Obtain of a minimum grade point average of 2.0.
**POLITICAL SCIENCE COURSES (POLS)**

**POLS 100: American Political Institutions**  
3.0 Units. 3 lecture hrs/wk. No prerequisite.  
This course surveys American political institutions, roles, processes and problems at the national, state, and local level. Emphasis is on the political values of our society and how these values are reflected in institutions, processes, and policies. Students learn to question, analyze, and interpret public policy and current events and discover how they, as citizens, can help shape and influence government policy. (CSU/UC) AA/AS Area B or F, CSU Area D-8, IGETC Area 4, CSU U.S. History, Constitution, and American Ideals

**POLS 101: Introduction to the Government of the United States**  
3.0 Units. 3 lecture hrs/wk. No prerequisite. POLS 101 is recommended over POLS 100 for majors in prelegal, social sciences, liberal arts, and teaching.  
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. The course emphasizes national government but provides an understanding of government at the state and local level as well. Students develop insights into the clash of ideas in American politics and how they can influence political outcomes. (CSU/UC) AA/AS Areas B or F, CSU Area D-8, IGETC Area 4, CSU U.S. History, Constitution, and American Ideals

**POLS 102: Comparative Political Systems**  
3.0 Units. 3 lecture hrs/wk. No prerequisite.  
This course is designed to help students gain knowledge of the world’s diverse political structures and practices. It focuses on specific countries and general concepts used to interpret the key political relationships found in virtually all national politics. (CSU/UC) AA/AS Area B, CSU Area D-8, IGETC Area 4

**POLS 103: Political Theory**  
3.0 Units. 3 lecture hrs/wk. No prerequisite.  
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 are related to great political thinkers of the past. New approaches to solve political and social problems are discussed. (CSU/UC) AA/AS Area B, CSU Area D-8, IGETC Area 4

**POLS 104: International Relations**  
3.0 Units. 3 lecture hrs/wk. No prerequisite.  
This course is designed to introduce students to the theory and practice of international relations. The course identifies the various players in global politics, and describes and explains their behavior and the structure of the international system in which they operate. Included is an examination of not only the traditional subjects of international relations, such as power, nationalism, diplomacy, and war, but also those transnational factors that have come to play a critical role in an increasingly interdependent world, such as immigration, trade and economic/financial activities, the environment, human rights, and terrorism. (CSU/UC) AA/AS Area B, CSU Area D-8, IGETC Area 4

**POLS 117: The Middle East: A Political Perspective**  
3.0 Units. 3 lecture hrs/wk. No prerequisite.  
This course surveys 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 post-Cold War period and contemporary politics. The wide range of viewpoints regarding the role of political elites, great powers, oil, the Arab-Israeli conflict, gender politics, and factors impacting the growth of democracy in the Middle East are explored. (CSU/UC) CSU Area D-8
POL 125: Research Methods and Term Papers in Political Science
3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: Eligibility for ENGL 150. Can be taken as ECON 125, ETST 125, HIST 125, POLS 125, or SSC 125; credit awarded for only one course.
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. 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. (CSU/UC)

POL 201: Understanding Globalization
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This course explores the current wave of global political, economic, and social change, and the opportunities and challenges it brings to states, institutions, and individuals. Focus is on what the individual needs to know and understand to be an effective participant in these rapidly-changing global phenomena. (CSU/UC) AA/AS Area B, CSU Area D-7, IGETC Area 4

POL 203: Understanding Terrorism
3.0 Units. 3 lecture hrs/wk. No prerequisite.
Using lecture, class and group discussion, project based learning, audiovisual materials, and guest speakers, this course is a multidimensional exploration of terrorism from historical, political, ideological, and religious perspectives. (CSU/UC) AA/AS Area B

POL 210: War, Peace, and the United Nations
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This course introduces the study of diplomacy in international crises, emphasizing the role of the United Nations and other international organizations in processes and politics that prevent war and preserve peace. Students learn to question, analyze, and interpret international news and events to understand the role of negotiation and mediation in international relations. (CSU/UC) AA/AS Area B, CSU Area D-8, IGETC Area 4H

POL 211: Women in American History and Politics
3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as POLS 211 or HIST 211; credit awarded for only one course.
This course, a social and political history of women and women's movements in American society, examines the development of American institutions and ideals with respect to women's roles and status; analyzes women's relationship to economic, political, and social processes; explores cultural models of womanhood; and examines how women define themselves and how they have enacted change. Key themes include the diversity of American women and developing a framework for understanding gender in relation to race, ethnicity, class, sexuality, and religion. Includes research in both primary and secondary sources. (CSU/UC) AA/AS Areas B, F, or G; CSU Areas D-4, D-6, and D-8; IGETC Area 4

POL 212: History and Politics of Modern Asia
3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as HIST 212 or POLS 212; credit awarded for only one course.
This course introduces the history and politics of Asia since 1945, including the study of East, South, and Southeast Asia. The course emphasizes the political outcomes of the development of Asia as a consequence of both internal societal influences as well as external political and economic pressures. (CSU/UC) CSU Area D-6 and D-8, IGETC Area 4

POL 215: Survey of Current Issues
3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as ECON 215, POLS 215, or SSC 215; credit awarded for only one course.
This course is an opportunity to critically examine and discuss significant world developments and to attempt to understand the sources of those developments. Student focus on issues of particular interest and share that information with the group. When possible, informed participants in world and national events meet with the class to share insights. (CSU)

POL 219: The Politics of the United States Presidency
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This class provides students with a detailed understanding of the modern American Presidency by examining the theory and realities of Executive Branch power. Topics covered include basic concepts of American government, the relationships between various branches of government, the role of interest groups, and the legacy of the American Presidency for both national and international affairs. The class uses primary as well as secondary sources to contrast historical developments with recent Presidential Administrations. (CSU/UC) AA/AS Area B, CSU Area D-8, IGETC Area 4

POL 220: American Foreign Policy
3.0 Units. 3 lecture hrs/wk. No prerequisite.
A survey of the theoretical, historical, and empirical factors involved in the formation of United States foreign policy since World War II, this course focuses on the causes and consequences of America's role in the world during both the Cold War and post Cold War periods. Particular attention is paid to contemporary problems such as globalization, climate change, and terrorism, and how these are influenced by the dynamics of America's history, political culture, and government system. (CSU/UC) AA/AS Area B, CSU Area D-8, IGETC Area 4
PSYCHOLOGY

The course offerings are designed to familiarize students with the facts, theories, and contemporary trends in psychology and human development and how these principles can be incorporated into a meaningful understanding of oneself. For students intending to major in psychology, there are several areas of concentration and career options.

Career Options
Activities Director, Administrator, Advertising Account Executive, Art Therapist, Child Psychologist, Clinical Psychologist, Community Mental Health Worker, Correctional Officer, Counselor, Customer Service Representative, Drug/Alcohol Counselor, Employee Relations Specialist, Employment Interviewer/Counselor, Experimental Psychologist, Industrial Psychologist, Manpower Development Specialist, Market Research Analyst, Marriage, Family and Child Counselor, Minister, Personnel Specialist, Probation/Parole Officer, Program Director, Psychiatric Social Worker, Psychiatric Technician, Psychiatrist, Psychometrist, Public Health Educator, Public Relations Representative, Recreation Specialist/Therapist, Rehabilitation Counselor, Research Assistant, Residential Counselor, Sales Representative, School Psychologist, Special Education, Speech Pathologist/Therapist, Statistician, Training Specialist, Welfare Worker, Youth Organization Leader

Faculty
Dikran J. Martin
Department Phone: (415) 485-9630

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

A.A.-T. IN PSYCHOLOGY

Associate in Arts in Psychology for Transfer degree (AA-T)
This degree is intended for students who plan to transfer to the California State University (CSU) with a major in psychology. Students who complete the degree will be guaranteed admission to a CSU campus and will be prepared to pursue a bachelor’s degree in a similar major.

The Associate in Arts in Psychology for Transfer degree (AA-T) offers a breadth of courses in the discipline and allows students to satisfy the lower division major preparation requirements. The degree introduces students to the theories and practices in psychology. Upon completion of the degree, students will be able to identify and describe the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology. Students will apply the scientific method and critical thinking skills to formulate and evaluate valid hypotheses in the field as well as describe how psychological principles are applied in business, industry, childrearing and social interactions. Furthermore, students will be able to articulate how basic psychosocial factors influence behavior, attitudes, and personal presuppositions.

To complete the Associate in Arts in Psychology for Transfer degree (AA-T), a student must:

1. Complete 60 semester units* or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
   - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
   - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

2. Earn a grade of C or better in all courses required for the major or area of emphasis. A “P” (Pass) grade is not an acceptable grade for courses in the major.

3. Obtain a minimum grade point average of 2.0.

*Please note: Up to 12 units may be double-counted; no more than 60 semester units may be required.

REQUIREMENTS

UNITs

Required Core Courses (10 units):
- MATH 115 Probability and Statistics 4
- Or
- STAT 115 Introduction to Statistics 4
- PSY 110 Introduction to Psychology 3
- PSY 205 Introduction to Research Methods and Data Analysis in Psychology 3

Required Elective - choose one course (3 units):
- BIOL 110 Introduction to Biology 3
- BIOL/PSY 251 Biological Psychology 3

Required Elective - choose one course (3 units):
- PSY 112 Child and Adolescent Psychology 3
- PSY 114 The Psychology of Human Development: Lifespan 3
- PSY 204 Abnormal Psychology 3
- PSYSOC 230 Social Psychology 3

Required Elective - choose one course (3 units):
- ANTH 102 Introduction to Cultural Anthropology 3
- PSY 111 Personality Dynamics and Effective Behavior 3

TOTAL MAJOR UNITS 19

PSYCHOLOGY COURSES (PSY)

PSY 110: Introduction to Psychology
3.0 Units. 3 lecture hrs/wk. No prerequisite.

This course examines traditional areas of psychological investigation from a scientific perspective. Topics include scientific methodology, human development, personality, psychological measurement, psychopathology, psychotherapy, motivation, perception, social influences on behavior, cognitive processes, learning, and biological basis of behavior. (CSU/UC) AA/AS Area B, CSU Area D-9 or E, IGETC Area 4
PSY 111: Personality Dynamics and Effective Behavior  
3.0 Units. 3 lecture hrs/wk. No prerequisite.  
This course presents major theoretical and research perspectives on personality description, development, dynamics, and change, and examines how theories and research findings can be effectively applied in our own lives. Topics include the dimensions of personality traits and the development of tests to measure these traits in individuals; factors influencing the day-to-day functioning of individuals including conscious and unconscious motivations, self-concept, self-esteem, and coping mechanisms; considerations of gender and social and cultural influences; and therapy, growth, and maturational perspectives on personality. (CSU) AA/AS Area B, CSU Area D-9 or E, IGETC Area 4  

PSY 112: Child and Adolescent Psychology  
3.0 Units. 3 lecture hrs/wk. No prerequisite.  
This course emphasizes the understanding of children and adolescents through the study of the psychological and developmental changes they undergo. The course examines physiological, social/emotional, cognitive, and personality development from birth through adolescence. (CSU/UC) AA/AS Area B, CSU Area D-9 or E, IGETC Area 4  

PSY 114: The Psychology of Human Development: Lifespan  
3.0 Units. 3 lecture hrs/wk. No prerequisite.  
This course examines human development from conception through old age. Physical, intellectual, social, and personality development are included. Emphasizes continuity of development as well as individual differences. (CSU/UC) AA/AS Area B, CSU Area D-9 or E, IGETC Area 4  

PSY 116: Theories of Personality  
3.0 Units. 3 lecture hrs/wk. No prerequisite.  
A survey of the major theories of personality. Psychoanalytic, interpersonal, humanistic, behavioral, social-cognitive, and trait theories are covered. (CSU/UC) AA/AS Area B, CSU Area D-9, IGETC Area 4  

PSY 125: Psychology of Violence  
3.0 Units. 3 lecture hrs/wk. No prerequisite.  
This course examines 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 are examined. The roles of prisons, drugs, guns, poverty, racism, sexism, homophobia, and mental illness in precipitating violence are assessed. (CSU)  

PSY 130: Introduction to Sport and Exercise Psychology  
3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as PSY 130 or PE 120; credit awarded for only one course.  
This course examines the psychological theories and techniques that are applied to sport, exercise and other achievement-related situations. The course emphasizes the enhancement of performance and personal growth of athletes, coaches, and exercise participants. Students also learn mental skills that they can transfer from sport and exercise settings to their everyday lives. (CSU)  

PSY 140: Marriage, Family, and Intimate Relationships  
3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as PSY 140 or SOC 140; credit awarded for only one course.  
This course offers students a theoretical and practical understanding of the variety of intimate social and family relationships existing in contemporary society. While the course covers traditional marriage and nuclear family relationships, it also emphasizes other lifestyles, e.g., singles, gay, blended families, etc. (CSU/UC) AA/AS Area B, CSU Area D-7 or E, IGETC Area 4  

PSY 145: Psychology in Modern Life  
3.0 Units. 3 lecture hrs/wk. No prerequisite.  
This course examines the psychological, physiological, and sociocultural factors involved in personality development, interpersonal relationships, and social processes. The course teaches important psychological principles, concepts, skills, and research, with the goals of improving the quality of our own lives and relationships. It emphasizes knowledge, insights, and skills that students can apply to their own lives, particularly in areas such as life satisfaction, personal satisfaction, careers, relationships, health, and stress management. (CSU) AA/AS Area B, CSU Area D-9 or E  

PSY 204: Abnormal Psychology  
3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: PSY 110.  
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, and of the major psychotherapeutic methods in relation to their practical and theoretical value. This introduction to abnormal psychology is directed toward those with an interest in applied psychology. (CSU/UC) AA/AS Area B, CSU Area D-9, IGETC Area 4  

PSY 205: Introduction to Research Methods and Data Analysis in Psychology  
3.0 Units. 3 lecture hrs/wk. Prerequisite: PSY 110. Advisory: Math 115 or STAT 115. Can be taken as PSY 205 or SOC 205; credit awarded for only one course.  
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, causality, the power of social events, and the associations between phenomena; and appropriate selection and use of nonparametric and parametric statistics. (CSU/UC) AA/AS Area B or E, CSU Area D-9 or D-0, IGETC Area 4  

PSY 230: Social Psychology  
3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as PSY 230 or SOC 230; credit awarded for only one course.  
This interdisciplinary course covers sociological and psychological approaches to important social phenomena. The diverse topics include 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. (CSU/UC) AA/AS Area B, CSU Area D-7, IGETC Area 4
PSY 251: Biological Psychology
3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as PSY 251 or BIOL 251; credit awarded for only one course.
This class explores the basic brain processes underlying the functioning of the human mind. Topics include basic synaptic function, psychopharmacology, stress and the immune system, learning and memory, sleep, mood disorders, schizophrenia, language, motor and sensory systems, sexuality, consciousness, endocrine function and interactions. (CSU/UC) AA/AS Area B, CSU Area D-9, IGETC Area 4

PSY 252: Seminar and Fieldwork Experience
3.0 Units. 1.5 lecture and 4.5 lab hrs/wk. Repeat: 1. Prerequisite: PSY 110, 112 or 114 or SOC 110 or concurrent enrollment. May be taken as PSY 252 or BEHS 252; credit awarded for only one course.
This course is designed to give students meaningful participation in a psychologically related community service agency in order to understand the applications of psychological principles, theories, and concepts. With the mutual consent of student and instructor each student is placed in a school, social agency, special education program, mental health agency, or community organization and works under the direct supervision of someone with a degree, credential, or demonstrated expertise in psychology or sociology. (CSU)

REAL ESTATE
The Real Estate Program is designed to serve the individual planning to enter the real estate profession, the person who wishes to improve skills and qualify for the real estate sales and broker’s license, and active professionals working on license renewal. Upon completing the Real Estate Program, students are eligible for positions in real estate sales offices, banks, savings and loan corporations, title companies, escrow companies, organizations, and as independent real estate brokers.

Career Options
Appraiser, Escrow Officer, Loan Officer, Mortgage Lender, Property Developer, Property Manager, Real Estate Agent, Real Estate Broker, Real Estate Counselor, Sales Agent
Department Phone: (415) 485-9610

A.S. IN REAL ESTATE, OCCUPATIONAL
(Certificate of Achievement also awarded. Skills Certificates in Real Estate Appraisal, Finance, Law, and Property Management also available.)
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 only the six real estate courses required for the major (Real Estate 115, 116, 117, 210, 212, and 215) are eligible for the Certificate of Achievement. An Associate in Science degree is awarded for satisfactory performance in major courses (six Real Estate courses listed plus Business 101, 107, and 112) as well as completion of general education and graduation requirements.

REAL ESTATE COURSES (REAL)

REAL 115: Real Estate Principles
3.0 Units. 3 lecture hrs/wk. No prerequisite. Three lecture hours weekly.
This fundamental real estate course emphasizes the basic concepts and terminology necessary for understanding the complexities of the real estate profession. The Department of Real Estate requires this course and Real Estate Practice (REAL 116), plus one other elective course to be taken prior to sitting for the Real Estate Salesperson’s Exam. This course is also one of the eight courses required to sit for the Real Estate Broker’s Exam. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser’s requirements). (CSU)

REAL 116: Real Estate Practice
3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: REAL 115.
This course introduces students to the day-to-day practice in a real estate office. It includes understanding agency obligations inherent in real estate practice and provides practice in the basic skills neces-
sary to succeed in a real estate career. This course, plus REAL 115, plus one other elective course, are required to sit for the Real Estate Salesperson’s Exam. This is also one of the eight courses required to sit for the Real Estate Broker’s Exam. (CSU)

**REAL 117: Legal Aspects of Real Estate**  
3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: REAL 115.  
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 is one of the acceptable electives for obtaining a Real Estate Sales license and is also one of the eight courses required to sit for the Real Estate Broker’s Exam. (CSU)

**REAL 210: Real Estate Finance**  
3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: REAL 115.  
A study of real estate finance includes lending policies and problems, financing residential and commercial properties, and the Federal and State entities that oversee lending practices. This course is one of the acceptable electives for obtaining a Real Estate Sales license and is also one of the eight courses required to sit for the Real Estate Broker’s Exam. (CSU)

**REAL 212: Real Estate Appraisal I**  
3.0 Units. 3 lecture hrs/wk. No prerequisite.  
This introductory course covers the purposes of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various property types. This course is one of the acceptable electives for obtaining a Real Estate Sales license and is also one of the eight courses required to sit for the Real Estate Broker’s Exam. (CSU)

**REAL 215: Real Estate Economics**  
3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: REAL 115.  
This course provides the means to interpret economic activities for the mutual benefit of property owners, investors, and real estate professionals. It includes relating business and real estate cycles to forecasting land use and capital growth patterns, the clash of land use controls, and the dynamics of community demographics and property investment alternatives. This course is one of the acceptable electives for obtaining a Real Estate Sales license and is also one of the eight courses required to sit for the Real Estate Broker’s Exam. (CSU)

**REAL 217: Advanced Real Estate Appraisal II**  
3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: REAL 212.  
This course addresses the appraisal of income producing properties and the techniques and methodology used by appraisers to convert cash flows into indicators of value. This course is one of the acceptable electives for obtaining a Real Estate Broker’s License. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser’s requirements). (CSU)

**REAL 218: Property Management**  
3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: REAL 115.  
This course identifies the tools and methods of managing income properties, emphasizing owner/tenant relations, evictions, contracts, cash flows, and employment regulations. It is one of the acceptable electives for obtaining a Real Estate Sales license and is also one of the eight courses required to sit for the Real Estate Broker’s Exam. (CSU)

**REAL 219: Escrows**  
3.0 Units. 3 lecture hrs/wk. Prerequisite: REAL 115.  
This course emphasizes the methods and techniques of escrow procedures with an additional focus on the title industry and the complex considerations that can affect title. This course can enhance a student’s ability to seek employment in not just real estate sales or appraisal, but also opens up employment opportunities in the escrow and title industries. This course is one of the acceptable electives for obtaining a Real Estate Sales license or a Real Estate Broker’s License. (CSU)

**REAL 220: California Loan Brokering**  
3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: REAL 115.  
This course introduces the student to the complex laws affecting the loan brokering business. It is designed for those already involved in a real estate career and for those considering a career in the real estate loan marketplace. It is also a valuable course for borrowers so that they can understand the loan process. This course is one of the acceptable electives for obtaining a Real Estate Sales license or a Real Estate Broker’s License. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser’s requirements). (CSU)

**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 discipline. 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, Community Organizer, Educator, Environmental Studies, Foreign Service Worker, Journalist, Management Trainer, Public Administrator, Researcher, Social Worker, Statistician, Teacher, Urban Planner

**Faculty**

Yolanda Bellisimo, Walter Turner  
Department Phone: (415) 485-9630

**SOCIAL SCIENCE COURSES (SSC)**

**SSC 115: Leadership and Governance**  
1.0 Unit. 1 lecture hrs/wk. No prerequisite.  
This course defines leadership and the development of leadership skills, including communication, facilitation, problem solving, and conflict resolution. Critical review of governance structure of the
SOCIETY

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 frameworks students can use to better understand the society in which they live.

Career Options

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

Department Phone: (415) 485-9630

Transfer

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

A.A.-T. IN SOCIOLOGY

Associate in Arts in Sociology for Transfer degree (AA-T)

This degree is intended for students who plan to transfer to the California State University (CSU) with a major in sociology.

The Associate in Arts in Sociology for Transfer degree (AA-T) provides students with a breadth of courses in sociology that prepares students in the theory, research, and methodologies of the discipline. The courses satisfy the lower-division major preparation requirements, allowing students to transfer into the sociology major or similar major at the CSU. The study of 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 frameworks students can use to better understand the society in which they live.

To complete the Associate in Arts in Sociology for Transfer degree (AA-T), a student must:

1. Complete 60 semester units* or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
   - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
   - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Earn a grade of C or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is not an acceptable grade for courses in the major.

3. Obtain a minimum grade point average of 2.0.

*Please note: Up to 12 units may be double-counted; no more than 60 semester units may be required.

**Required Courses (7 units):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 110</td>
<td>Introductory Sociology, Individual and Society</td>
<td>3</td>
</tr>
<tr>
<td>MATH 115</td>
<td>Probability and Statistics</td>
<td>4</td>
</tr>
<tr>
<td>STAT 115</td>
<td>Introduction to Statistics</td>
<td>4</td>
</tr>
</tbody>
</table>

**Required Electives - select two courses (6 units):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 112</td>
<td>Social Deviance and Problems</td>
<td>3</td>
</tr>
<tr>
<td>SOC 205</td>
<td>Introduction to Research Methods and Data Analysis in Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 114</td>
<td>Global Social Problems</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Major Units: 19**

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**SOCIOLOGY COURSES (SOC)**

**SOC 110: Introduction to Sociology**
3.0 Units. 3 lecture hrs/wk. No prerequisite.
A course designed to develop a sociological perspective; it explores 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. The core areas of sociology are covered. (CSU/UC) AA/AS Area B, CSU Area D-0, IGETC Area 4

**SOC 112: Social Deviance and Problems**
3.0 Units. 3 lecture hrs/wk. No prerequisite.
Students identify and analyze contemporary forms of deviant behavior generally defined as social problems by members of society. The course includes theoretical considerations of these problems, observations and descriptive interpretations, and field application of the sociological knowledge required in the classroom. (CSU/UC) AA/AS Area B, CSU Area D-0, IGETC Area 4

**SOC 114: Global Social Problems**
3.0 Units. 3 lecture hrs/wk. No prerequisite.
An opportunity to review and analyze some of the most important social problems of the current age from a global perspective, this course centers upon contemporary descriptions of major social conflicts, international disputes, and natural disasters. The course provides sociological models for theoretical consideration and analysis. Topics may include resource war, religious and political terrorism, nuclear proliferation, poverty, population growth and migrations, sexual exploitation, drug smuggling, ecological pollution, and global warming. (CSU/UC) AA/AS Area B, CSU Area D-7, IGETC Area 4

**SOC 140: Marriage, Family, and Intimate Relationships**
3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as SOC 140 or PSY 140; credit awarded for only one course.
This course offers students a theoretical and practical understanding of the variety of intimate social and family relationships existing in contemporary society. While the course covers traditional marriage and nuclear family relationships, it also emphasizes other lifestyles, e.g., singles, gay, blended families, etc. Within the context of each lifestyle, topics such as communication, social roles, sexual behavior, decision making, child rearing, and everyday life interaction are covered. (CSU/UC) AA/AS Area B, CSU Area D-7 or E, IGETC Area 4

**SOC 184: Criminology**
3.0 Units. 3 lecture hrs/wk. No prerequisite.
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 takes a sociological perspective and integrates theories from sociology, criminology, and criminal justice. (CSU/UC) CSU Area D-0

**SOC 205: Introduction to Research Methods and Data Analysis in Sociology**
3.0 Units. 3 lecture hrs/wk. Prerequisite: SOC 110. Advisory: Math 115 or STAT 115. Can be taken as SOC 205 or PSY 205; credit awarded for only one course.
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, causality, the power of social events, and the associations between phenomena; and appropriate selection and use of nonparametric and parametric statistics. (CSU/UC) AA/AS Area B or E, CSU Area D-9 or D-0, IGETC Area 4

**SOC 230: Social Psychology**
3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as SOC 230 or PSY 230; credit awarded for only one course.
This interdisciplinary course covers sociological and psychological approaches to important social phenomena. The diverse topics include 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. (CSU/UC) AA/AS Area B, CSU Area D-7, IGETC Area 4
SPANISH

A major reason for studying the Spanish language is the enrichment of one’s intellectual growth in the context of the rest of the world. In learning Spanish, one also learns about the culture, philosophy, and civilization of another people, thereby broadening understanding of the world. On the practical side, any field of specialization (journalism, medicine, law, business, teaching) is enhanced if one can speak another language. In California, knowledge of a modern language is now required in many jobs that deal with the public such as Civil Service, social work, nursing, and other service-oriented fields.

Career Options

Faculty
Michele Martinisi, Rossana Pagani, Nadia Sanko
Department Phone: (415) 485-9348

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

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

A.A. IN SPANISH
Spanish language courses serve a dual purpose, which is to acquire structural and verbal skills, which satisfy both academic and cultural needs. The program serves both transfer students and those seeking self-enrichment. Students may take classes at either campus to fulfill requirements for the major.

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>UNITS</th>
</tr>
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<tbody>
<tr>
<td>SPAN 101: Elementary Spanish I</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 102: Elementary Spanish II</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 203: Intermediate Spanish III</td>
<td>5</td>
</tr>
<tr>
<td><strong>In addition, complete one course from the following:</strong></td>
<td></td>
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<tr>
<td>SPAN 110: Conversational Spanish I</td>
<td>4</td>
</tr>
<tr>
<td>SPAN 112: Conversational Spanish II</td>
<td>4</td>
</tr>
<tr>
<td>SPAN 114: Conversational Spanish III</td>
<td>4</td>
</tr>
<tr>
<td>SPAN 204: Intermediate Spanish IV</td>
<td>4</td>
</tr>
<tr>
<td>SPAN 225: Advanced Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 226: Advanced Spanish II</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 228C: Advanced Spanish Conversation and Culture through Film</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 230A: Culture and Civilization of Spain and South America</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 249C: Independent Study C</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL UNITS</strong></td>
<td><strong>18 to 19</strong></td>
</tr>
</tbody>
</table>

SPANISH COURSES (SPAN)

SPAN 101: Elementary Spanish I
5.0 Units. 4 lecture and 3 lab hrs/wk. No prerequisite.
A beginning course offering 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. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 6: UC Language other than English

SPAN 102: Elementary Spanish II
5.0 Units. 4 lecture and 3 lab hrs/wk. Prerequisite: SPAN 101.
A continuing course offering 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. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 6: UC Language other than English

SPAN 110: Conversational Spanish I
4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite.
Use of modern colloquial Spanish 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, understanding, and correct pronunciation of Spanish, using audiovisual materials depicting everyday situations. (CSU)

SPAN 112: Conversational Spanish II
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: SPAN 110 or equivalent.
A beginning course offering students the opportunity to understand and speak Spanish using elementary grammar. The course is designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar. Students also work on acquiring good pronunciation in Spanish. The three-hour weekly website requirement enhances students’ verbal and comprehension skills through listening and speaking. (CSU)

SPAN 114: Conversational Spanish III
4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: SPAN 112.
A continuing course offering students the opportunity to understand and speak Spanish using elementary grammar. The course is designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar. Students also work on acquiring good pronunciation in Spanish. The three-hour weekly website requirement enhances students’ verbal and comprehension skills through listening and speaking. (CSU)

SPAN 120: Spanish for Health Care Professionals I
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This Spanish conversation course is designed for 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. Fulfills continuing education requirements for registered nurses. (CSU)
SPAN 121: Spanish for Health Care Professionals II
3.0 Units. 3 lecture hrs/wk. Prerequisite: SPAN 120 or equivalent.
A continuing Spanish conversation course designed for health care professionals and workers who wish to learn Spanish with the goal of applying it in their working environment. Fulfills continuing education requirements for registered nurses. (CSU)

SPAN 122: Spanish for Teachers
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This beginning Spanish course is designed to meet the basic needs of teachers who wish to learn Spanish with the goal of communicating with students and parents in their working environment. No prior knowledge of Spanish is required. Fulfills continuing education requirements for teachers and is useful vocationally. (CSU)

SPAN 140: Spanish Immersion Studies A-D
5.5 Units. 4 lecture and 5 lab hrs/wk. Prerequisite: Please refer to individual course descriptions for SPAN 101, 102, 203 or 204 for prerequisite information.
Sixteen lecture and twelve laboratory hours weekly for four weeks. In addition, a four day, thirty-two hour field trip is required.
This course offers the opportunity for student cultural immersion in a Spanish-speaking country alongside the grammatical study of Spanish 101, 102, 203, or 204. Both classes are taught by the COM Instructor of Record and include such cultural activities as exploring the cafes and restaurants of Buenos Aires, trips to museums or opera, exploring the history of Tango and taking lessons. (Note: Please refer to individual course description for Spanish 101, 102, 203 or 204 for transfer credit information.)

SPAN 203: Intermediate Spanish III
5.0 Units. 4 lecture and 3 lab hrs/wk. Prerequisite: SPAN 102.
In-depth study of the language with grammar review, oral practice, composition, and introduction to literature. The language laboratory offers the use of audiovisual materials for improved fluency and accuracy in pronunciation as well as the presentation of cultural and literary topics. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

SPAN 203HB: Intermediate Spanish for Heritage and Bilingual Speakers
4.0 Units. 4 lecture hrs/wk. Prerequisite: SPAN 102 or equivalent or SPAN 203 or equivalent.
An intermediate course tailored to the needs of bilingual students who have had little formal study of the Spanish language. This course focuses on reading, writing and vocabulary as well as cultural aspects of all Spanish-speaking countries. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

SPAN 204: Intermediate Spanish IV
4.0 Units. 4 lecture hrs/wk. Prerequisite: SPAN 203 or equivalent.
An intermediate course offering students practice in speaking, understanding, reading, and writing Spanish, primarily in relation to the history and culture of the Spanish-speaking world. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

SPAN 225: Advanced Spanish I
3.0 Units. 3 lecture hrs/wk. Prerequisite: SPAN 204 or equivalent.
An advanced course offering students practice in speaking, understanding, reading, and writing Spanish based on the civilization and culture of the Spanish-speaking world. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

SPAN 226: Advanced Spanish II
3.0 Units. 3 lecture hrs/wk. Prerequisite: SPAN 225 or equivalent.
An advanced course offering students further practice in speaking, understanding, reading, and writing Spanish based on the civilization and culture of the Spanish-speaking world. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

SPAN 228A: Advanced Spanish Conversation and Culture Through Film
1.0 Unit. 1 lecture hr/wk. Prerequisite: SPAN 203.
This course introduces traditional and modern trends in Spanish and Latin American film, and to establish connections between sociocultural and political changes in Spanish-speaking countries and their films—the most artistic and expressive medium of the past century. An intermediate level of Spanish is required, as students will give oral and written presentations in Spanish. (CSU) AA/AS Area C

SPAN 228B: Advanced Spanish Conversation and Culture Through Film
2.0 Units. 2 lecture hrs/wk. Prerequisite: SPAN 203.
This course introduces traditional and modern trends in Spanish and Latin American film, and to establish connections between sociocultural and political changes in Spanish-speaking countries and their films—the most artistic and expressive medium of the past century. An intermediate level of Spanish is required, as students will give oral and written presentations in Spanish. (CSU/UC) AA/AS Area C, CSU Area C-2

SPAN 228C: Advanced Spanish Conversation and Culture Through Film
3.0 Units. 3 lecture hrs/wk. Prerequisite: SPAN 203.
This course introduces traditional and modern trends in Spanish and Latin American film, and to establish connections between sociocultural and political changes in Spanish-speaking countries and their films—the most artistic and expressive medium of the past century. An intermediate level of Spanish is required, as students will give oral and written presentations in Spanish. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

SPAN 230A: Culture and Civilization of Spain and South America
3.0 Units. 3 lecture hrs/wk. Prerequisite: SPAN 102. Three lecture hours weekly.
Study of language, heritage, culture, traditions, music, art, literature, historic and current events of Spain and South American countries. The course is conducted entirely in Spanish; students are expected to have knowledge of verb tenses and other grammatical structures. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English
SPAN 230B:  Culture and Civilization of Mexico and Central America
3.0 Units. 3 lecture hrs/wk. Prerequisite: SPAN 102. Three lecture hours weekly.
Study of the language, heritage, culture, traditions, music, art, literature, historic and current events of Mexico and Central American countries. The course is conducted entirely in Spanish; students are expected to have knowledge of verb tenses and other grammatical structures. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6; UC Language other than English

SPAN 230C:  Culture and Civilization of Spain
3.0 Units. 3 lecture hrs/wk. Prerequisite: SPAN 102. Three lecture hours weekly.
Study of the language, heritage, culture, traditions, music, art, literature, historic and current events of Spain. The course is conducted entirely in Spanish; students are expected to have knowledge of verb tenses and other grammatical structures. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6; UC Language other than English

SPAN 235:  Cultural Immersion Studies in a Spanish-Speaking Country
0.5 Unit. Repeat: 3. Corequisite: Concurrent enrollment in a Spanish grammar course: SPAN 101, 102, 203, or 204. Thirty-two laboratory hours during a 3-week field trip.
This course offers the opportunity for cultural immersion in a Spanish-speaking country alongside the grammatical study of SPAN 101, 102, 203 or 204. (CSU/UC)

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
Patricia O’Keefe, Bonnie Borenstein
Department Phone: (415) 485-9348

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

SPEECH COURSES (SPCH)

SPCH 110:  Introduction to Speech Communication
3.0 Units. 3 lecture hrs/wk. No prerequisite.
An introductory course in the art of public speaking with an emphasis on building self-confidence through frequent performance experiences. Students provide quality written and oral feedback of peer performances based on the five canons of rhetoric. (CSU/UC) AA/AS Area E, CSU Area A-1, IGETC Area 1C

SPCH 120:  Interpersonal Communication
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This course introduces the theories, processes and principles of interpersonal communication, and builds self-confidence through oral communication performance experience. Through research and in-class oral presentations, students examine how human characteristics and the communicative environment affect the way people communicate. Students demonstrate and apply skills through presentations and written reflections. (CSU/UC) AA/AS Area E, CSU Area A-1, IGETC Area 1C

SPCH 122:  Public Speaking
3.0 Units. 3 lecture hrs/wk. No prerequisite.
A survey course designed to introduce students to three specific areas of public speaking: informative speaking, persuasive speaking, and entertainment speaking. Emphasis is on analyzing the audience, adapting ideas and evidence in support of a thesis, developing language suitable to the occasion, and practicing delivery to effectively convey the message. The course develops critical listening skills through performance and evaluation. (CSU/UC) AA/AS Area E, CSU Area A-1, IGETC Area 1C

SPCH 128:  Intercultural Communication
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This introductory course surveys the basic theories and research in the area of intercultural communication, focusing on the application of this knowledge in understanding and improving human interaction in both domestic and international contexts. Students examine the social, societal, structural and historical dimensions of relations between and among racial, ethnic, and gender groups in contemporary U.S. society and our global community. (CSU/UC) AA/AS Areas C or E, & G, CSU Area D-7, IGETC 4G

SPCH 130:  Small Group Communication
3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: English 120 or 120SL.
This course offers practical experience in the techniques of leading and participating in small group discussions. Effective small group discussion techniques such as speaking on panels, symposiums, problem-solving groups, conflict resolution within small groups as well as leadership skills and parliamentary procedures are covered. This course is designed for students intending to major in speech (communication), business, international business, education, and all fields of study and certification that require group and team-building skills. (CSU/UC) AA/AS Area E, CSU Area A-1, IGETC Area 1C

SPCH 132:  Argumentation and Persuasion
3.0 Units. 3 lecture hrs/wk. No prerequisite.
An argumentation and debate theory course designed to develop critical thinking skills through written and oral arguments. Students create written briefs on current issues. Each brief includes the stock issues of advocacy, an understanding of the stakeholders, their philosophical perspectives, and impacts on changing the status quo. (CSU/UC) AA/AS Area E, CSU Area A-1 or A-3, IGETC Area 1C
SPCH 140: Oral Interpretation of Literature I
3.0 Units. 3 lecture hrs/wk. No prerequisite.
This course introduces the field of oral interpretation of literature, emphasizing awareness and appreciation of prose and poetry, and what happens to the written word when it is read aloud for the listening pleasure of an audience. Recommended for speech and theatre arts majors. (CSU/UC) AA/AS Area C, CSU Area C-2

SPCH 155: Radio and Television Announcing and Performance
3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as SPCH 155 or COMM 155; credit awarded for only one course.
This course prepares students to communicate more effectively through the electronic media. Students 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)

STATISTICS

Department Phone: (415) 485-9630

STATISTICS COURSE (STAT)

STAT 115: Introduction to Statistics
4.0 Units. 4 lecture hrs/wk. Prerequisite: Math 103 or 103B or 103Y or sufficient score on Math Assessment Test. Credit awarded for either Math 115 or STAT 115, but not both courses.
This course is an introduction to statistics for students in social science and business disciplines. It 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 B-4, IGETC Area 2

STUDY SKILLS

Department Phone: (415) 485-9345

STUDY SKILLS COURSES (STSK)

STSK 050: Understanding Learning Disabilities
0.5 Unit. 0.5 lecture hrs/wk. Repeat: 1. No prerequisite.
This class explores topics related to the field of learning disabilities, including causes of learning disabilities, effects of learning disabilities, evaluation, accommodations, and other relevant issues.

STSK 053: Basic Math Skills
1.0 Unit. 1 lecture hrs/wk. Repeat: 99. No prerequisite.
This course serves students with basic math computation learning problems. Covers basic math skills, including addition, subtraction, multiplication and division of whole numbers, fractions, and decimals using a variety of resources.

STSK 054: Writing Improvement
1.0 Unit. 1 lecture hrs/wk. Repeat: 99. No prerequisite.
This course, designed for students with language based learning disabilities, helps students write coherent paragraphs, and covers grammar, punctuation, sentence structure, and paragraph organization.

STSK 056: How to Study in College
1.0 Unit. 1 lecture hrs/wk. Repeat: 99. No prerequisite.
This course, specifically for students with learning disabilities, teaches college-level study techniques. 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.

STSK 070: Study Skills Workshop: Evaluation
0.5 Unit. Repeat: 1. No prerequisite. Twenty-six and one-quarter laboratory hours per one-half unit. Open-entry, open-exit classes.
A laboratory designed to provide individual testing and remediation of academic skills for students defined as having a dysfunction or delay in one or more processes or skills. Provides support for learning disabled students attending academic courses. STSK 70 must be taken by all new students.

STSK 076: Study Skills Workshop: Study Techniques
0.5 Unit. Repeat: 99. No prerequisite. Twenty-six and one-quarter laboratory hours per one-half unit. Open-entry, open-exit classes.
A laboratory designed to provide individual testing and remediation of academic skills for students defined as having a dysfunction or delay in one or more processes or skills. Provides support for learning disabled students attending academic courses.
STSK 077: Study Skills Workshop: Adapted Computer Learning
0.5 Unit. Repeat: 99. No prerequisite. Twenty-six and one-quarter laboratory hours per one-half unit. Open-entry, open-exit classes.
A laboratory designed to provide individual testing and remediation of academic skills for students defined as having a dysfunction or delay in one or more processes or skills. Provides support for learning disabled students attending academic courses.

STSK 078: Study Skills Workshop: Acquired Brain Injury
0.5 Unit. Repeat: 3. No prerequisite. Twenty-six and one-quarter laboratory hours per one-half unit. 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.

STSK 161: Seminar for Tutors
2.0 Units. 2 lecture hrs/wk. No prerequisite.
This course is offered in conjunction with the Tutoring and Learning Center and is designed to train students to become effective tutors at College of Marin. Students learn about the role of a tutor, effective communication, group tutoring strategies, learning styles, and study skills. (CSU)

STSK 162: Community Action Skills Lab
2.0 Units. 2 lecture hrs/wk. Prerequisite: Enrolled in at least nine units, including two units for STSK 162.
This course is designed to train students to provide peer assistance to EOPS and VEA students in Student Affairs, orientation, EOPS counseling, and Health Services. Topics include peer counseling techniques, working with special student populations, and an overview of assessment and information on all student services. (CSU)

WORK EXPERIENCE EDUCATION

Cooperative Work Experience Education offers the student the opportunity to earn college credit for planned learning activities related to employment. Working students, with the assistance of an instructor-coordinator and the on-job supervisor (employer), set up goals to be accomplished during the school term. This may include, but is not limited to, completing projects, attending group and/or individual meetings with the 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.

Faculty
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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 252 or Psychology 252 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 (WE)

WE 298ABCD: Occupational Work Experience
1-4 Units. 5-20 TBA hrs/wk. Repeat: 3. Prerequisite: Enrollment in one other credit course, and be a continuing student. A minimum of five hours of employment per week per unit.

In this academic course, work sites serve as “off-campus classrooms,” extending classroom-based occupational learning to a work site in a field directly related to the student’s educational or occupational goal. The course can help students develop necessary work habits, open doors to new employment experiences, or assist in acquiring skills and knowledge necessary for advancement in their current employment. Specific student units (1-4) are based on the number of hours a student works each week over the semester. (CSU)

WE 299ABC: General Work Experience
1-3 Units. 5-15 TBA hrs/wk. Repeat: 3. Prerequisite: Enrollment in at least seven units of college courses including Work Experience. A minimum of five hours of employment per week per unit.

An academic course in which work sites serve as “off-campus classrooms.” Faculty, employers and students work together to create meaningful work-based educational experiences by developing and achieving specific learning objectives related to their jobs. The course helps students develop necessary work habits, opens doors to new employment experiences, and assists students in acquiring skills and knowledge necessary for advancement in their current employment. (CSU)
NONCREDIT COURSES

College of Marin offers free noncredit courses in the following areas: Basic Skills, Disabled Students Programs and Services, English as a Second Language Noncredit (ESLN; please see ESL category for ESLN course listings), Health and Safety Courses, Nursing Education Vocational (Please see Nursing Education category for course listings) and Vocational.

BASIC SKILLS (ESBS)

ESBS 3010:  GED (General Educational Development) Preparation
0.0 Unit.
Do you need a high school diploma for a certain job? Qualification to enter a vocational program? A brush-up to start college? Do you want to show your parents (or kids) that you can do it, or to just feel better about yourself? If so, free help is available. This open-entry GED class lets you enroll at any time during the semester. Pretesting determines your skill levels. An individual study plan focuses on your needs and goals. Instructor assistance and guidance is available at all listed times. Self-paced improvement removes time pressure. Practice testing assures your readiness. The drop-in Learning Lab allows flexible scheduling. Call 415.485.9363 (lab) for further information.

ESBS 3020:  Basic Skills
0.0 Unit.
This program offers free instruction to any adult wishing to improve pre-college skills such as reading comprehension, writing, or math. Brush-up for College of Marin's placement tests is also available. The class structure is the same as the GED (High School Equivalency) Preparation course described above. For further information call 415.485.9363.

DISABLED STUDENTS PROGRAMS AND SERVICES (DSPN)

DSPN 5000:  Adaptive Movement: Aerobics
0.0 Unit.
This is a dance class designed to meet the needs of disabled adults and physically disabled persons. The class is for beginners and for those who think they can't dance a step. Various styles of dance will be included and music will accompany the warm-ups and routines. Relaxation and stretching exercises will be a part of each class.

DSPN 5005:  Interpersonal Skills and Guidance for the Disabled 1: Stroke Support
0.0 Unit.
Psychologist works individually and in group setting with students to discover avenues to realize students' best qualities in interpersonal communications and in life situations. Offers special guidance in learning confidence and ways to achieve best potential. Instructor consent required.

DSPN 5010:  Interpersonal Skills and Guidance for the Disabled 2: Developmentally Delayed Learners
0.0 Unit.
Psychologist works individually and in group setting with students to discover avenues to realize students' best qualities in interpersonal communications and in life situations. Offers special guidance in learning confidence and ways to achieve best potential. Instructor consent required.

DSPN 5015:  Interpersonal Skills and Guidance for the Disabled 4: Creative Writing Skills
0.0 Unit.
Psychologist works individually and in group setting with students to discover avenues to realize students' best qualities in interpersonal communications and in life situations. Offers special guidance in learning confidence and ways to achieve best potential. Instructor consent required.

DSPN 5020:  Introduction to Aural Rehabilitation: Management of Hearing Loss
0.0 Unit.
This course is offered to help adults with mild to moderate hearing loss learn new ways to cope with impaired hearing. Family members and interested professionals are encouraged to enroll.

DSPN 5025:  Community Re-Entry Following Brain Injury Level 1
0.0 Unit.
The course focuses on teaching skills that support participants to build connections in the community through increased ability to develop relationships, communicate effectively, manage difficult behaviors, enhance skills and understand limitations.

DSPN 5030:  Community Re-Entry Following Brain Injury Level 2
0.0 Unit.
The course focuses on teaching skills that support participants to build connections in the community through increased ability to develop relationships, communicate effectively, manage difficult behaviors, enhance skills and understand limitations.

VOCATIONAL (VOCN)

VOCN 6000:  Activity Coordinator State Certification Training
0.0 Unit.
A state-required training course for students interested in working as an “Activity Coordinator” in long term care settings. Topics include psycho-social issues, state and federal regulations, leadership and group dynamics, calendar and program development, medical disorders, dementia, quality of life issues and much more.