

COLLEGE OF MARIN
Catalog

2009–2010



COLLEGE OF
MARIN

COLLEGE OF MARIN

A CALIFORNIA PUBLIC COMMUNITY COLLEGE

2009-2010 CATALOG

Kentfield Campus

College of Marin
Kentfield Campus
835 College Avenue
Kentfield, CA 94904

Tel: (415) 457-8811

Indian Valley Campus

College of Marin
Indian Valley Campus
1800 Ignacio Blvd.
Novato, CA 94949

Tel: (415) 883-2211

COLLEGE OF

MARIN

Web address: <http://www.marin.edu>

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

MARIN COMMUNITY COLLEGE DISTRICT

COLLEGE OF MARIN

Kentfield Campus and Indian Valley Campus

BOARD OF TRUSTEES

Trustee		Term
Barbara J. Dolan	Member	To 2009 (since 1985)
Carole Hayashino	President	To 2007 (since 2003)
Philip J. Kranenburg	Vice President	To 2007 (since 2003)
Eva Long	Clerk	To 2007 (since 1999)
James S. Namnath	Member	To 2011 (since 2007)
Annan Paterson	Member	To 2011 (since 2007)
Wanden Treanor	Member	To 2009 (since 1996)
Nathaniel Parker	Student Trustee	2009-10 Academic Year

Published by College of Marin through the joint efforts of the Student Learning Department and the Office of Communications and Community Relations.

Catalog Acknowledgments

Cathy Summa-Wolfe, Director, Communications and Community Relations

Janice Austin, Production Coordinator

Tom Hudgens, Lead Production and Content Coordinator

Kim O'Gara, Alganesh Hagos, Curriculum and Content Support

Dong Nguyen, Technical Support

Dave Mahoney, Cover Design

David Paul Morris, Hector Seguel, Photo Credits

Hector Seguel, Web Design

Curriculum Committee Members: Derek Wilson, Becky Brown, Sara McKinnon, George Hritz, Ron Palmer, Karen Robinson, Chris Schultz, Maula Allen, Diusca Smith, Karen Van Kriedt, Kristi Kuhn, A. Joe Ritchie

This catalog is in effect from fall 2009 through summer 2010.

Consult other official campus publications for updates.

PRESIDENT'S LETTER



Welcome to College of Marin!

Founded in 1926, College of Marin is one of California's premier community colleges. Our rich heritage of academic excellence can be attributed to our outstanding faculty and staff.

College of Marin is committed to helping students reach their educational goals. Our talented faculty members are dedicated to teaching and are known for providing excellent learning opportunities for students from all walks of life.

Each semester thousands of students enroll in more than 1,000 credit and noncredit classes in a supportive and intimate setting. What we offer here that is different from what you will find at larger colleges is personalized attention and a very supportive learning environment. With about 20 students per class, our students benefit from more time with their professors.

In addition, our talented staff members provide high-quality services that support student success. We offer a variety of services designed to help students get started and stay on track, including academic counseling, career counseling, tutoring, Disabled Students Program and Services, Extended Opportunity Program and Services, and financial aid among others.

I hope that you will join us at the College of Marin. We look forward to the opportunity to be part of your journey towards achieving a rewarding and satisfying life through higher education.

Sincerely,

A handwritten signature in cursive script that reads "Frances L. White". The signature is written in dark ink and is positioned above the printed name and title.

Frances L. White, Ph.D.
Superintendent/President

TABLE OF CONTENTS

SECTION 1

General Information

Fall Semester 2009 Academic Calendar	8
Spring Semester 2010 Academic Calendar	9
Community Education Program Calendar	10
How to Use This Catalog	10
Why Enroll at College of Marin?	10
History of the College	11
Accreditation	11
Mission of California Community Colleges	11
College Administrators	11
Academic Programs	12
Class Schedule	12
Community Education Department	12
Emeritus Program	13
G.E.D. Preparation/Basic Skills Programs	13
English as a Second Language	13
Oportunidades Educativas	14
Matrícula abierta para todos	14

SECTION 2

Admissions, Registration, Academic Information

Admissions Information	17
Prerequisites, Corequisites, and Advisories	18
Registration Information	19
Registration Priority	19
Where to Register	19
Late Registration	19
Student Success Workshop	19
Fees (Type and Amount)	20
Refunds	20
Enrollment Fee Waivers	21
Financial Aid	21
Changes May Occur Without Notice	24
Academic Information	24
Military Credit	28
CLEP	29
Academic Records	30

SECTION 3

Student Services

Bookstore	35
CalWORKs	35
Children's Centers	35
Health Services	35
College Honor Societies	36
Computer Centers	36
Business and Information Systems Labs	36
Writing Center	37
Counseling	37
Disabled Students Program	37
Echo Times, Student Newspaper	37
EOPS/CARE	37
Food Service	37
G.E.D. Preparation/Basic Skills Programs	37
Intercollegiate Athletic Eligibility	38
Job Placement/Career Employment	38
Library	38
Media Courses (Distance Learning)	38
Outreach and School Relations	38
Performing Arts	38
Puente Program	39
Student Affairs and Associated Students	39
Student Clubs	39
Testing	39
Transfer/Career Center	39
Transportation and Parking	39
Tutoring and Learning Center	40
Policies on Conduct and Grievances	40
Additional Phone and Office Numbers	42

SECTION 4

Graduation and Degree Requirements

Catalog Rights	45
Graduation Requirements	45
General Education	45
Associate Degree Programs	48
Interdisciplinary Degree Programs	48
Certificate of Achievement Programs	51
Skills Certificates	51
Table of Degrees, Transfer, Certificates	52

SECTION 5

Transfer Information

ASSIST (Online Transfer Information)	55
CSU Transfer Information	55
Transcripts for California State University	56
CSU General Education Certification	56
2009-2010 CSU General Education	56
Marin Courses Transferable to CSU	58
UC Transfer Information	59
Transfer Eligibility for California Residents	59
Lower Division Transfer	59
Guaranteed Admission Contracts	59
Intersegmental General Education	
Transfer Curriculum (IGETC)	59
IGETC Certification	60
"IGETC After Transfer" Policy	60
Advanced Placement Test	60
2009-2010 IGETC Program	60
Lower-Division Transfer Patterns (LDTP)	64

SECTION 6

Course Descriptions

Information in Course Descriptions	67
Student Units and Hours	67
Prerequisites, Corequisites, Advisories	67
Grading Systems	67
Course Numbering System	67
Course Descriptions	68-262
Noncredit Courses	258

SECTION 7

Faculty, Management, and Staff

Faculty and Management	265
Classified Managers	268
Support Staff	268
College of Marin Foundation	273
Alumni Association	273
Educational Advisory Committees	273
Campus Maps	274-275
Index	277

COLLEGE OF MARIN MISSION STATEMENT

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

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

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

Approved at April 21, 2009 Board Meeting

SECTION 1

GENERAL INFORMATION

Academic Calendar

How to Use the Catalog

History of College

Accreditation

Mission of California Community Colleges

College Administrators

Academic Programs

Class Schedule

Community Education Department

Emeritus Program

English as a Second Language

G.E.D. Preparation/Basic Skills Programs

Oportunidades Educativas

Matrícula Abierta Para Todos

CREDIT PROGRAM FALL SEMESTER 2009 ACADEMIC CALENDAR

Beginning August 17 and Ending December 18

Saturday Classes Beginning August 22 and Ending December 12

July							August							September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

Class days are shaded. Holidays are bold.

Schedule of Important Fall Dates

August 16	California Residency Determination Date
August 17	FALL INSTRUCTION BEGINS – Day and Evening Classes
August 22	First day of Saturday classes
August 17 – September 6	Classes may be added with Add Authorization Code (obtain from instructor)
August 31	Last day to drop or reduce course work to qualify for a refund of enrollment fee, nonresident and international student tuition
August 31 – October 30	File application for Fall graduation and Certificate of Achievement
September 7	Holiday (Labor Day) – no classes – COLLEGE OFFICES CLOSED
*September 11	Last day to drop a full-semester class without a "W" grade
*September 21	Last day to request Pass (P) No Pass (NP) grade
October 16	End of midterm period
October 23	Midterm grades available at http://mycom.marin.edu
November 11	Holiday (Veterans Day) – no classes – COLLEGE OFFICES CLOSED
**November 13	Last day to drop a full-semester class with "W" grade
November 26-28	Thanksgiving break– no classes – COLLEGE OFFICES CLOSED
November 28	Last day for accepting International Student Applications for Spring 2009
December 11	Last day of classes before final examinations
December 14 – 18	FINAL EXAMINATIONS
December 18	Last day to remove an Incomplete received from the previous semester
December 21 – January 22	Winter break – no classes –
January 7	Final grades available at http://mycom.marin.edu

* For short term or early/late starting classes, date equivalent to 30 percent of term.

** For short term or early/late starting classes, date equivalent to 75 percent of term.

CREDIT PROGRAM SPRING SEMESTER 2010 ACADEMIC CALENDAR

Beginning January 23 and Ending May 28

Saturday Classes: Beginning January 23 and Ending May 22

January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Class days are shaded. Holidays are bold.

Schedule of Important Spring Dates

January 22	California Residency Determination Date
January 23	First day of Saturday Classes
January 25	SPRING INSTRUCTION BEGINS – Day and Evening Classes
January 28 – February 11	Classes may be added with Add Authorization Code (obtain from instructor)
February 8	Last day to drop or reduce course work to qualify for a refund of enrollment fee, nonresident and international student tuition
February 8 – March 19	File an application for Spring graduation and Certificate of Achievement
February 12 – 15	Holidays (Presidents Day weekend) – no classes – COLLEGE OFFICES CLOSED
*February 19	Last day to drop a full-semester class without a “W” Grade
March 1	Last day to request Pass (P) No Pass (NP) grade
March 1	Deadline for Cal Grants, M&F Grants and COM Foundation Scholarship applications
March 26	End of midterm period
April 2	Midterm grades available at http://mycom.marin.edu
April 12 – 16	Spring break – no classes – College offices open Monday – Friday
**April 23	Last day to drop a full-semester class with “W” grade
May 22	Last day of classes before final examinations
May 24 – 28	FINAL EXAMINATIONS
June 9	Final grades available at http://mycom.marin.edu

* For short term or early/late starting classes, date equivalent to 30 percent of term.

** For short term or early/late starting classes, date equivalent to 75 percent of term.

CREDIT PROGRAM FALL SEMESTER 2009

We have designed this catalog to give prospective and current students, advisors, faculty, employers, and friends of College of Marin an accurate picture of the curriculum, faculty, environment, and related subjects. Browse through the catalog to get acquainted. The index will often list items by several different names to give you a better chance of finding what you need.

Over the course of the next year when the catalog will be in use, there will be changes in curriculum, faculty, and other important areas. Information about changes will be available in class schedule booklets, which are issued three times each year for fall and spring semesters, and summer sessions. All information is current at the time of publication but is subject to change.

Visitors are welcome to the campuses. Address all mail to College of Marin, 835 College Avenue, Kentfield, CA 94904. College of Marin's telephone number is (415) 457-8811.

Web address: www.marin.edu

Community Education Program Calendar

Fall Quarter Community Education Classes 2009

Fall 1: Beginning September 2 and Ending October 18

Fall 2: Beginning October 20 and Ending December 6

Winter Quarter Community Education Classes 2010

Beginning February 2 and Ending March 21

Spring Quarter Community Education Classes 2010

Beginning March 23 and Ending May 16

How to Use This Catalog

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

1. All students attending College of Marin and completing 60 units may seek a degree.
 - (a) Refer to page 45 for general education and other graduation requirements.
 - (b) Refer to page 48 for a condensed listing of Associate in Arts and Associate in Science degree requirements.
 - (c) Make an appointment early with a counselor to learn about prerequisites and testing and to help you plan your program.

2. If you are planning to enroll in one of our two-year occupational programs or want to complete a certificate:
 - (a) Suggested programs can be found fully described under each discipline offering an occupational program beginning on page 68. Occupational programs are identified by the word "Occupational" listed in the title of the degree.
 - (b) Look up these courses in the class schedule that is published before each semester and plan your time schedule.
3. If you are planning to transfer to a four-year college or university after attending College of Marin:
 - (a) Refer to requirements for the majors more fully described under each discipline beginning on page 45.
 - (b) Refer to transfer information on page 55.
 - (c) Contact the Transfer/Career Center for access to college catalogs from other schools, to investigate career options, and for computerized career and transfer information. Transfer information is available online at ASSIST (www.assist.org).
 - (d) Contact the Counseling Department to make an appointment with a counselor who can assist you with selecting courses to meet specific transfer requirements to a four-year college or university.
4. If you are planning to enroll in courses for self-enrichment:
 - (a) Refer to the listing of courses in this catalog beginning on page 67.
 - (b) Refer to the Community Education schedule published quarterly.
5. If you have never attended College of Marin, file an application for admission in the Office of Admissions and Records. Dates for registration are listed in the class schedule.

Why Enroll at College of Marin?

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

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

History of the College

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

In 2004, Marin County voters approved a \$250 million facilities improvement bond to revitalize the aging Kentfield and Indian Valley Campuses. Since passing the bond, the college has broken ground on three major construction projects, including the modernization of the Diamond Physical Education Complex and two new buildings, including the Indian Valley Campus Main Building and the Kentfield Fine Arts Building. In fall 2009, the college will break ground on a new Science and Mathematics Building. Also in fall 2009, the newly modernized physical education complex will reopen its doors.

College of Marin was founded to serve the educational needs of the residents of Marin County. The two campuses serve a county population of approximately 250,000 residents. Since its beginning, the college has sponsored university parallel programs that provide opportunities for students to complete the freshman and sophomore years of study toward the baccalaureate degree before transferring to a four-year institution. The college awards associate degrees in many transfer majors. A variety of two-year vocational and career programs leading to the associate degree are also offered to prepare students for entry into specific technical or semi-professional fields. Skills Certificates and Certificates of Achievement are awarded in vocational and technical programs.

College of Marin faculty is firmly committed to excellence in teaching. There are 118 permanent faculty, 16 educational administrators, five classified administrators, and 214 professional, technical, clerical, and service employees serving the 7,139 students enrolled in spring semester 2009 credit programs. The faculty, administrators, and staff hold degrees representing colleges and universities in some 26 states and foreign countries. A number of faculty members hold doctorate degrees. A faculty and staff directory is listed in the back section of this catalog.

Accreditation

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

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

The National League for Nursing Accreditation Commission is a resource for information on the Nursing Program: 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326. Phone: (404) 975-5000. Visit the website at: www.nlnac.org.

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

Mission of California Community Colleges

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

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

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

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

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

College Administrators

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

DIRECTORS/CHIEF

Director of Academic Services and Articulation, Interim	Janice Austin
Director of Childcare Programs	Lyda Beardsley

Director of Communications and Community Relations	Cathy Summa-Wolfe
Director of Financial Aid	David Cook
Director of Fiscal Services, Interim	Peggy Isozaki
Director of Health Sciences	Rosalind Hartman
Director of Learning Resources	Susan Andrien
Director of Maintenance and Operations	Robert Thompson
Director of Modernization	V-Anne Chernock
Director of Non-Credit and ESL Instruction, Contract, and Community Education	Diana Verdugo
Director of Physical Education and Athletics	Matt Markovich
Director of Organizational Development and Planning	Vacant
Director of Student Affairs and Health Center	Arnulfo Cedillo
Chief Information Officer	Vacant
Chief of Police/Director of Safety	Charles Lacy

Academic Programs

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

Courses are also offered to meet the curricular needs of disabled, re-entry, and foreign students. For students who need remedial work, there are special programs in English, mathematics and study skills.

The college's faculty includes published authors, acknowledged scholars, performing actors, dancers, musicians, talented studio artists, scientists, and professional technicians. They, along with the administrative team and support staff, are committed to providing quality education.

College of Marin's reputation for instructional innovation and quality is well known and respected statewide. It includes self-paced courses in many disciplines such as English, foreign languages, and math. The Distance Learning Program reaches

beyond the traditional classroom by offering televised, videocassette, and web-based courses. Instructional aides and tutors are available for those who need assistance.

Information about courses, programs, institutional requirements, and various services is contained in the college catalog, the college website www.marin.edu, the class schedule, and a variety of special mailings.

Class Schedule

College of Marin offers day and evening credit classes both on the Kentfield Campus and the Indian Valley Campus. These classes are usually semester length, although shorter-term classes are frequently offered. The college also schedules summer sessions.

A schedule of classes is available prior to each semester, which lists intended course offerings, instructor assignments, and rooms.

The college also publishes a Community Education schedule quarterly. All publications are available on the college website www.marin.edu.

Community Education Department

College of Marin's Community Education Department offers students access to a variety of noncredit (free) and Community Services (fee-based) classes which can assist in achieving personal, educational, and professional goals. These classes provide the Marin community with lifelong learning opportunities, a place to prepare for entering college credit and transfer programs and career development classes designed to serve the working adult.

Noncredit Instruction

Noncredit instruction offers free courses for non-native English speakers, parents, older adults, and disabled students. These classes include English as a Second Language classes and classes offered through Emeritus College and the Disabled Students Program. For more information, see below.

Community Services

Community Services courses offer Marin residents of all ages a wealth of opportunities for personal development, skills development, cultural enrichment, and recreational enjoyment. Thousands of students enroll each year in Community Services classes, which are taught by some of the finest instructors in the country. Classes cover a broad spectrum of interests and disciplines, including art, writing, literature, dramatic arts, music and much more. In order to make offerings as convenient as possible, classes are held on campus, off campus, and online. A variety of business, professional, and career development classes and workshops, including introductory classes in graphics, software and marketing, are offered for the working population. Throughout the year, courses meeting the continuing education requirements for health professionals are offered in the areas of Nursing and Dental Assisting.

Community Services classes are self-supporting and not funded by taxpayers' dollars. Prices vary depending on the actual class.

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

Department phone: (415) 485-9305

Emeritus Students Program

Programs for older adult students

Designed to meet the needs of the county's older adult student learner population, Emeritus Students (ES) is a unique program offered as an integral part of the District's noncredit and Community Services programs. Courses offered through ES aim to support the principles of quality of life, lifelong learning, and creative retirement.

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

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

Department phone: (415) 485-9368

G.E.D. Preparation/Basic Skills Programs

The G.E.D. (General Educational Development) Preparation program is a learning lab designed to help those who have not graduated from high school pass the G.E.D. exams. Thorough diagnostic testing identifies strengths and weaknesses. Individual study plans focus on each student's needs. The open-entry learning lab allows students to start at any time and improve at their own pace. Instructors will guide students through workbooks, computer programs, online exercises, and other materials. Practice testing helps assure readiness. The Basic Skills Program is a learning lab for community members wishing to improve their reading, writing, and math. This program features open-entry, flexible scheduling, skills assessment, individual study plans, self-paced improvement, and personal guidance.

Check the noncredit schedule for current hours.

There is no fee for the lab.

(415) 485-9363 (lab) or

(415)-485-9445 (coordinator: Michael Timmel)

English as a Second Language

Intensive English Program

The Intensive English Program is an international community of English language learners for international students (F1s), au-pairs (J1s), and residents preparing to enter American colleges or universities. The Intensive English Program offers two 16-week

semesters each year for F1 students. Each semester consists of 20 hours per week total instruction time in four subject areas: grammar, reading, writing, and speaking/listening/pronunciation. Academic English skills, TOEFL preparation, and cultural events and field trips in the San Francisco Bay Area are included. J1s may attend part-time between five and fifteen hours per week for 8- or 16-week sessions. Students are placed into one of three levels of classes (high beginning, intermediate, advanced) depending on their scores on the placement tests during the first week of the semester. Students advance through the program by completing all assignments and scoring a minimum level on the placement test for the next level. F1 students usually attend the IEP between one and three semesters (depending on their skill level upon arrival and on their TOEFL score) before transferring to a credit program. Students who complete all of the Level 3 courses in the IEP have their TOEFL requirement waived for the COM credit program.

(415)-883-2211, ext. 8579

Web address: www.marincommunityed.org

Noncredit ESL Classes

Noncredit ESL classes are designed for adults in the community who require English to prepare for academic courses, to get or keep a job, or for personal growth to better survive in an English-speaking community. Day, evening, and Saturday classes are available at beginning to low-intermediate proficiency levels on both the Kentfield and Indian Valley Campuses, as well as in San Rafael and Novato. Students take a required noncredit assessment test before registering. There are no fees for these classes. ESL Office: Harlan Center 101

(415) 485-9642

Web address: www.marincommunityed.org

Credit ESL Classes

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

To enroll in credit ESL classes, students must take a College of Marin ESL Student Success Workshop that includes placement testing, counseling, and orientation before enrolling in classes. Students may call the ESL Office or the Counseling Office to sign up for a workshop. Assistance in the application process is available in the Counseling Department. See Section Six of this catalog for course descriptions.

ESL Office: Harlan Center 101

(415) 485-9642

Web address: www.marin.edu/departments/esl

OPORTUNIDADES EDUCATIVAS

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

Matrícula abierta para todos

Discriminación positiva

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

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

Pueden producirse cambios sin previo aviso

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

Coordinador de Título IX/Coordinador ADA/Ejecutivo de Discriminación Positiva/Cumplimiento:

Linda Beam, AC 107/KTD
(415) 485-9504

Coordinador de Apartado 504 (Discapacidad):

David Cook, SS 263/KTD
(415) 485-9405

Coordinador de Género, Equidad:

David Cook, SS 263/KTD
(415) 485-9405

Política de Matrícula Abierta

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

Números de Teléfono Importantes

Solicite una persona que hable español

Ingresos y records 457-8811, ext. 7722

Orientación psicopedagógica 485-9432

Inglés como Segunda Lengua (ESL) 485-9642

Policía (emergencia) 911

SECTION 2

ADMISSIONS, REGISTRATION, ACADEMIC INFORMATION

Admission Information

Prerequisites, Corequisites, and Advisories

Registration Information

Student Success Workshop

Fees

Refunds

Financial Aid

Educational Benefits

Scholarships

Student Representation Fee

Tax Credit

Procedure for the First Class Meeting

Adding and Dropping Classes

Unit Load

Open College

Equal Opportunity

Academic Information

CLEP

Directed Study

Academic Records

Evaluation Registered Nursing Application

ADMISSIONS, REGISTRATION, ACADEMIC INFORMATION

ADMISSIONS INFORMATION

The College Serves Students of All Ages

Admissions Policy

(Credit Classes)

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

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

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

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

Admissions as a Special Part-Time Student

(Concurrently Enrolled High School Student)

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

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

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

International Student Admissions

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

1. If native language is not English, provide evidence of English proficiency.
 - Applicants living outside the San Francisco Bay Area must provide an acceptable score on the TOEFL (Test of

English as a Foreign Language) of 500 on written test, 173 for the computer test or 61 on the Internet-based test.

- Students living within the San Francisco Bay Area may take College of Marin's TOEFL Test in lieu of the official TOEFL. Please call (415) 485-9469 for dates and times of testing. (Institutional TOEFLs from other schools will not be accepted).
2. Verify means of adequate financial support by completing the "Official Certification of Personal or Family Funds" form.
 3. Submit \$50.00 Application Processing Fee (non-refundable). The amount must be in U.S. dollars (no cash please). Make check or money order payable to "College of Marin."
 4. Provide an "Enrollment Status Form" completed by the last school attended in the United States.
 5. Provide evidence of high school graduation and transcripts from all colleges/universities attended in the United States.
 6. Completed International Student Admissions Application.

International students are subject to \$188.00 per unit international student tuition fee, an enrollment fee of \$20.00 per unit, a \$50.00 international student admissions application fee, a health fee of \$15.00 for fall and spring semesters or \$12.00 for the summer session, and a \$3.00 student representation fee. All fees must be paid in full at the time of registration. International student admissions applications and all other required documents will be accepted February through July 31, 2009. All documents submitted after July 31, 2009 will not be accepted.

Student Identification Number

Students will be assigned a College of Marin Identification Number. Students are requested to supply their Social Security Number for purposes of printing the SSN on their 1098 T tax credit form and their official academic transcript. Please note; students applying for Federal and/or state financial assistance and students employed by the College must report their SSN on their Application for Admissions.

Residency Requirements

California Residence

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

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

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

- Voting in California elections.

- Obtaining a California driver's license.
- Paying state income tax.
- Registering a motor vehicle in California.
- Maintaining continuous residence in California.

Act of intent must be accomplished for one full year.

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

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

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

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

Residency Adjustments

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

Residency Appeals

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

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

Reduced Fees under AB540

As a nonresident, you may be eligible to pay the \$20 per unit California resident enrollment fee.

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

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

1. You attended a California high school for three or more years.

2. You graduated from a California high school or attained the equivalent of a high school diploma from California (e.g., G.E.D. or California Proficiency Exam).
3. You registered in the spring of 2002 or later.
4. You complete a "California Nonresident Tuition Exemption" form.

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

Prerequisites, Corequisites, and Advisories

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

Definitions

1. **Prerequisite:** A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a particular course or program. Examples of courses that may require prerequisites are:
 - Courses for which specific prerequisites have been justified by content review, the appropriate level of scrutiny and any other validation procedures required by law (Title V, 55201 a-f);
 - Sequential courses in a degree-applicable program;
 - Courses requiring a prerequisite to transfer to a four-year college;
 - Courses requiring preparation to protect health and safety; and
 - Technical or vocational courses or programs that require special preparation.
2. **Corequisite:** A corequisite is a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course. Courses that may require corequisites include:
 - Courses that are part of a closely related lecture-laboratory pairing requiring concurrent enrollment.
3. **Advisory:** An advisory is a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

4. **Limitations to Enrollment:** Other limitations on enrollment may include:

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

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

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

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

1. The prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites and corequisites.
2. The prerequisite or corequisite is in violation of Title 5 regulations.
3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.

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

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

REGISTRATION INFORMATION

Registration Priority

The order of priority for registration is as follows:

1. All continuing EOPS, DSPS, CalWORKs, and veteran students.
- 1B. All continuing students who have completed three or more semesters in the district.
2. All continuing students who have completed two semesters in the district and recent high school graduates.
3. All continuing students who have completed one semester in the district.
4. All other new and returning students in the order in which applications are accepted.
5. All new and returning Marin County concurrently enrolled high school students and home school students age 15 and older may register on the second day of new student registration.
6. Students whose Petitions to Repeat have been approved must wait until the week before the semester/session begins.
7. All new and returning Marin County home school students under age 15, elementary and middle school students, and "Open College" students must wait until the first week of the semester/session to register.

Where to Register

Students may register online at <http://mycom.marin.edu>, at the Offices of Admissions and Records at the Kentfield or Indian Valley Campuses regardless of where their classes are held, or by fax at (415) 460-0776. Detailed information is published in each issue of the schedule of credit and noncredit classes.

Late Registration

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

Student Success Workshop

In order to help students reach their educational goal, College of Marin has established an online orientation and an on-campus Student Success Workshop. The purpose of the orientation and workshop is to help prepare students to be successful at College of Marin. Students can use the online orientation or attend the on-campus workshop.

After completion of the online orientation or the on-campus Student Success Workshop, students will take placement tests and follow-up with a counseling appointment. Students can then register for classes.

Who Needs to Attend the Student Success Workshop?

All new, returning, or transfer students are required to participate before they can register for classes unless they fall into one of the following categories:

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

Students not required to participate are welcome to attend.

Fees (Type and Amount)

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

Registration Fees

Enrollment Fee	\$26 per unit
Health Fee	\$15, \$12 summer
International Student Application Fee (nonrefundable)	\$50
Materials Fee	
(payable when applicable at time of registration)	Varies
Nonresident Tuition Fee (U.S. Citizen)	\$190 per unit
Nonresident Tuition Fee (Non-U.S. Citizen)	\$197 per unit
Student Representation Fee (optional)	\$3

Fees for Other Services

Career Assessment Administration Fee	\$40
Credit By Examination	\$26 per unit
Document/Verification Fee	\$6
GED Test Administration	\$85
GED Retest Fee (per test)	\$10
Library Replacement Fee	\$2
Open College	Check with instructor
Parking Fee Per Semester	\$50/semester, \$3 per day
Refund Processing Fee	\$10
Returned Check/Declined VISA/MasterCard Fee	\$15
Rush Transcript Fee (next workday)	\$15
Service Fee (for processing refunds and deferred fees for dropped classes)	\$10
Transcript Fee (first 2 copies ever ordered are free)	\$6

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

Note: Fees are subject to change without notice.

Enrollment Fee Payment Policy

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

Payment Policy: Nonresident Tuition, International Student Tuition, Community Education Enrollment Fees and Open College Enrollment Fees

All the above tuition and fees and all other applicable fees are due and payable at the time of registration.

Payment Methods

Payments may be made with a MC/VISA credit card or MC/VISA debit card online at <http://mycom.marin.rfu> or by check, cash or cashiers check. Payments over \$500 must be paid by cash, cashiers check or MC/VISA credit or debit card.

Refunds

Enrollment Fees, Health Fees, Materials Fees, Nonresident Student Tuition, and International Student Tuition may be refundable for full-semester courses and short-term courses. The refund policy also applies to summer session intervals. Please see the "Schedule of Important Dates" in this catalog for specific deadline dates. A listing of short-term refund deadlines is published in each schedule of classes. Provided that no materials have been used, refund of materials fee will be granted through Friday of the second week of classes or, for short-term classes, before completion of 10% of the class.

The ultimate responsibility for dropping classes in order to receive a refund rests solely upon the student. It is the student's responsibility to:

1. check if an instructor has initiated a drop by the established deadline dates and
2. apply for a refund as stated in the next paragraph.

Refund Procedures

Refunds are not automatic. To obtain a refund for courses dropped on or before the published deadline dates, the student must submit a completed refund request form with the Office of Admissions and Records no later than the last day of final examinations. Refund procedures also apply to summer sessions.

Refund Service Fee

A \$10 per semester refund service fee and any outstanding balance due the college will be deducted from all refunds. No refund service fee is charged if the class is cancelled by the college.

Military Withdrawal

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

Enrollment Fee Waivers

Board of Governors

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

1. Student or student's family receives AFDC, SSI, or General Assistance benefits.
2. 2006 income was below the following limits (includes taxable and nontaxable income)
 - Family size = 1/income under \$ 14,700.
 - Family size = 2/income under \$ 19,800.
 - Add \$ 5,100 for each additional dependent.
3. Student files Financial Aid Application and is determined eligible by the Financial Aid Office. Contact the Financial Aid Office at (415) 485-9409 for additional information.

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

Financial Aid

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

Eligibility

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

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

Determination of Need

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

Need Equals Expenses Minus Resources

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

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

Application Procedure

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

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

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

Available Programs

Federal Grants

1. Pell Grants: Pell Grant eligibility is based on the Student Aid Report (SAR) the student receives after filing the FAFSA form. Grants range from \$609 - \$5,350 per year and are prorated according to the number of credits in which the student is enrolled. (Amounts are subject to changes in federal legislation.)
2. Supplemental Education Opportunity Grant (SEOG): SEOG grants are awarded to Pell Grant recipients with the least amount of financial resources. Grants are generally \$300 per semester.

State Grants

1. Extended Opportunity Programs & Services (EOPS) Grants: The EOPS Office offers book grants to qualified students. Students must be full-time and qualify for a BOGW-A or a BOGW-B fee waiver. Information on other criteria can be obtained from the EOPS Office.
2. Board of Governors' Waiver (BOGW): The State of California provides waivers of tuition for students who are recipients of SSI, General Relief or TANF, or meet certain income criteria or qualify on the basis of financial need. (See Enrollment Fee Waivers.)
3. Cal Grants: The State of California provides grants ranging from \$300 - \$700 per semester for students who qualify. Cal Grant B provides funds to exceptionally needy students. Cal Grant C provides funds to students in certificate vocational programs. Cal Grant A is designed for students who intend to transfer and will cover a portion of tuition and fees once the student transfers to a four-year college or university.

Community Grants

Marin Education Fund Grants (MEF): The Buck Trust established the Marin Education Fund to provide funds for the education of Marin County residents. Grants ranging from \$400 - \$3,000 are awarded to students who meet the Foundation's county residency requirements and financial need criteria. The MEF application form must be filed by March 1 to be considered for the following fall and spring semesters.

Employment

1. **College Work-Study Program:** Federally funded part-time jobs are available on campus and off campus for students who have financial need and are awarded a work-study job. Available jobs are posted at the Financial Aid Office. Salaries range according to the requirements of the position.
2. **Student Employment:** The College Job Placement Office maintains up-to-date listings of jobs within the community. Many jobs are career-related and provide students with excellent work experience. Salaries are determined by the employer.

Student Loans

1. **Emergency Loans:** The College of Marin Foundation and the Associated Students of the College of Marin provide Emergency Loan funds. This program provides 30-day loans of up to \$100.
2. **Federal Stafford Subsidized Loans** (formerly Guaranteed Student Loans) provide deferred-payment, low-interest loans for qualified students. Principal and interest are deferred until six months after the student is no longer enrolled at least half time. Students must apply for financial aid and qualify on the basis of financial need. Federal Unsubsidized Stafford Loans provide low-interest loans for students who do not meet financial need criteria for Federal Stafford Loans. Principal is deferred during enrollment as at least a half-time student. Interest begins accruing when loan is borrowed. Students interested in federal student loans must make a loan counseling appointment with the Financial Aid Office.

Veterans or Dependents of Disabled/Deceased Veterans Educational Benefits

Educational Benefits

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

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

Dependent of Veterans College Fee Waiver Program (66025.3)

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

Scholarships

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

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

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

Phone: (415) 485-9409

Student Representation Fee

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

Tax Credit

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

Please check with your tax preparer to determine if you are eligible to take advantage of this credit.

If you are entitled to this deduction, it is important that the college have your current address. If you have moved, you need to complete a green change form with the Office of Admissions and Records.

The Social Security numbers of students who have chosen an assigned identification number will not be printed on the 1098T. If you wish to change from an assigned identification number to your Social Security number, you may also do this by completing the green change form with the Office of Admissions and Records.

Military Fee Exemption

Dependents of deceased/disabled veterans (with an eligibility letter) will only be charged materials fees.

Procedure for the First Class Meeting

1. Attend classes beginning the first week of the semester (unless otherwise stated in the schedule). Nonattendance does not constitute an automatic drop. If you cannot attend the first class meeting, you may ask if your place can be held in the class by contacting the instructor prior to the first class meeting. Please note that instructors are generally not on campus between sessions.
2. Students who do not wish to continue in a class must drop online at <http://mycom.marin.edu> or file a Drop Card, in person, with the Office of Admissions and Records to avoid a penalty grade. Please note refund deadline.
3. Students who did not preregister for classes may attend the class of their choice to see if space is available. Instructors may admit these students issuing an "ADD AUTHORIZATION CODE" which may be used to enroll online or in-person

Adding and Dropping Classes

Students may add a class online, by touchtone, by fax, or by completing an Enrollment Card and filing it in person with the Office of Admissions and Records before classes begin. Students need to have the Enrollment Card signed by the instructor after the class starts. For late-starting classes students may add online or by touch-tone beginning the first day of classes until the business day before the class begins.

Students may request to drop a class until the drop deadline online or by completing a Drop Card and filing it in person with the Office of Admissions and Records.

Nonattendance does not constitute an automatic drop. If you cannot attend the first class meeting, you may ask if your place can be held in the class by contacting the instructor prior to the first class meeting.

For classes dropped through 30 percent of the term, no course information or grade will appear on the student's record. Course information and a "W" grade will be placed on the permanent record for classes dropped between 30 percent of the term through the day which marks completion of 75 percent of the term. Courses may not be dropped after this 75 percent of the term deadline.

Instructors may drop students who have not been attending classes regularly by submitting a Drop Card or by assigning an Instructor Withdrawal at midterm. It is, however, the student's responsibility drop or withdraw within the published deadline dates.

Cancellation of Programs/Classes

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

Unit Load

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

Open College

Open College is a program for students who wish to enroll in a course for enrichment purposes only. Open College students do not receive grades, transcripts, or proof of attendance for an Open College course. Students must obtain approval from the instructor on an Open College Enrollment form on the first day of instruction for that course. Open College courses are subject to varying fees and do not count toward financial aid eligibility. NOTE: Once a student enrolls in an Open College level, the student is prohibited from changing to the Credit level.

(Please Note: Beginning spring 2010, the Open College program will be discontinued.)

Equal Opportunity

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

College of Marin, under the Equity in Athletics Disclosure Act of 1994, provides information concerning the operation of its intercollegiate athletics program. A completed report is available in the Admissions and Records Office, the Library, and the Athletic Department for public review.

College of Marin policy 5.004 prohibits verbal, physical, visual, and sexual harassment of any applicant, employee, or student by any District employee on the basis of race, color, religion, age, sex, ancestry, sexual orientation, national origin, marital status, medical condition (cancer), physical or mental disabilities, or status as a Vietnam-era veteran. Conduct of non-employees while on District property is also expected to follow these guidelines.

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

EEO/ADA Compliance Officer/Title IX Coordinator:

Linda Beam

Administrative Center, Rm 107, Kentfield Campus

(415) 485- 9400

Section 504 (Disability) Coordinator:

Linda Beam

Administrative Center, Rm 107, Kentfield Campus

(415) 485-9400

Gender, Equity Coordinator:

David Cook
 SS Center, Rm 263, Kentfield Campus
 415.485.9409

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

Classes with Time Conflicts

Students may not register for courses taught at conflicting times.

Changes May Occur Without Notice

Rules, policies, regulations, procedures, fees, courses, schedules, and student services described in this publication are subject to change at any time without prior notice. The college reserves the right to alter fees, statements and procedures contained herein. Fees and procedures are subject to change at any time by the State Legislature and the college Board of Trustees. It is the student's responsibility to meet and remain informed of college requirements. When changes occur, they will be printed in the next regular publication of the catalog or class schedule.

ACADEMIC INFORMATION**Attendance**

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

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

Units of Credit

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

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

Courses Used for High School Credit

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

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

Grading Symbols, Definitions and Grade Points

Symbol	Definition
A	Excellent
B	Good
C	Satisfactory
D	Passing, less than Satisfactory
F	Failing
P	Pass (at least satisfactory — C grade; units awarded, but not used to calculate GPA)
NP	No Pass (less than satisfactory or failing; used to determine progress probation and dismissal, but not to calculate GPA)
I	Incomplete (used to determine progress probation and dismissal, but not to calculate GPA)
IP	In Progress (not used to determine progress probation or dismissal, or to calculate GPA)
RD	Report Delayed (not used to determine progress probation or dismissal, or to calculate GPA)
W	Withdrawal (used to determine progress probation and dismissal but not to calculate GPA)
FW	Failing for nonattendance withdrawal (used to determine academic probation and dismissal)

Grade points

Each letter grade has the following point assignment for each unit,

A	=	4.0
A-	=	3.7
B+	=	3.3
B	=	3.0
B-	=	2.7
C+	=	2.3
C	=	2.0
C-	=	1.7
D+	=	1.3
D	=	1.0
D-	=	0.7
F+	=	0.3
F	=	0.0
FW	=	0.0

Grade Point Average (GPA)

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

Do not include I, IP, W, MW, P, or NP. Non-progress Grades (NPG) Grades of I, NC, and W.

Consecutive Semesters

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

Probation

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

Dismissal

A student is not allowed to continue at the College unless the student receives special permission from the Dean of Enrollment services or the College Petitions Committee.

Midterm Grade

Midterm grades are available for students online at <http://mycom.marin.edu> (check calendar).

Final Grade

Enrollment, evaluation, and credit for courses shall be entered on a student's official academic record in accordance with college policy and state law. Final grades are only available to students online at <http://mycom.marin.edu> (check calendar).

Pass (P)/No Pass (NP)

Students who select the Pass/No Pass grading option in those courses which permit a student to be evaluated either on a Pass/No Pass or Letter Grade basis, must select that option on or before 30 percent of the length of the term for regular and short term course. Check the Calendar of Important Dates. Students may select the Pass/No Pass grading option online at <http://mycom.marin.edu>, or by submitting a Pass/No Pass Grading Option form to the Offices of Admissions and Records. **NOTE: A student may change his/her selection within this 30 percent time period. Once this time period has expired a student may not change his/her selection. IMPORTANT: The Pass/No Pass grading option is the sole responsibility of the student.**

Incomplete Grades

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

The instructor for the class shall submit a form to the Office of Admissions and Records, with a copy to be mailed to the student, stating the conditions for completing the work and the final grade to be assigned if the work is not completed. The instructor shall submit a change of grade form when the work is completed. If the "I" is not removed by the end of the subsequent semester, and no extension has been granted, it shall be changed to the grade originally assigned by the instructor.

In Progress Grades

The "IP" symbol is used when a class is open-entry or extends beyond the normal end of an academic term. "IP" indicates that work is "in progress." The "IP" symbol shall remain on the

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

Report Delayed Grade

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

Withdrawal

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

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

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

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

Successfully Completed

Successful completion of a course is defined as receiving a grade of Pass (P), "C" or better.

Nonrepeatable Courses (Substandard Grades)

A student who receives a substandard grade of "D," "F," "FW," "NP," or "NC" on the first attempt of a non-repeatable course taken at College of Marin may repeat that course two more times in an effort to successfully complete the course with a passing grade. Upon successful completion of a repeated course, the most recent grade earned will be computed in the cumulative grade point average or non-progress grades (NPG) percentage.

After receiving three substandard grades in the course, a student may petition to repeat a course for the fourth enrollment provided there is verifiable documentation that extenuating circumstances occurred which justify an additional repetition. Upon completion of a repeated course, the most recent grade earned will be computed in the cumulative grade point average or NPG percentage.

- If approved, the student must wait one week after the start of new and returning student registration to register for the course.
- Courses granted Academic Renewal will not be included for course repetition limits. Equivalent coursework completed at other accredited colleges and universities may be accepted when approved by the appropriate department chair and the student has successfully completed 12 units at College of Marin.

Annotating the permanent academic record shall be done in a manner that all work remains legible, ensuring a true and complete academic history.

Nonrepeatable Courses (Withdrawal or “W” Symbol)

Students who have received the “W” symbol after withdrawing from a course may re-enroll in the course without petition. After receiving three “W” symbols in a given course, a student may petition once to re-enroll in the course providing verifiable documentation that extenuating circumstances occurred. If approved, the student must wait one week after the start of new and returning student registration to register for the course.

After the last day of the fourteenth week (or 75 percent of the term, whichever is less) upon petition of the student or his/her representative and after consultation with the appropriate faculty, the Vice President of Student Learning or designee may approve an additional withdrawal based on extenuating circumstances outlined in the petition.

Nonrepeatable Courses (Grades of “C” or Better)

The following are circumstances under which students may repeat courses in which a “C” or better grade was earned: (Such course repetition requires a finding that circumstances exist which justify such repetition.)

1. Students may petition to repeat a course in which a “C” or better was earned after two or more years have elapsed since successfully completing the course provided there are compelling circumstances which warrant such a repetition. Grades awarded for courses repeated under these provisions shall not be counted in calculating a student's grade point average.
 - If approved, the student must wait one week after the start of new and returning student registration to register for the course.
2. **Mandated Training:** Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or paid employment. Students can repeat such courses any number of times, even if they re-

ceived a grade of “C” or better, however, the grade received by the student each time will be included in calculations of the student's grade point average or NPG percentage.

Admissions and Records will maintain a list of courses that meet a legally mandated training requirement.

Annotating the permanent academic record shall be done in a manner that all work remains legible, ensuring a true and complete academic history.

Repeatable Courses

1. **Activity Courses:** Students may repeat courses that have been designated as activity courses to enhance their skills and proficiencies. Activity courses are defined as career-technical courses where the content differs each time the course is offered but the primary educational activity remains the same. Examples of activity courses include physical education and courses in music, fine arts, theater, and dance. Other than in cases of substandard academic work, courses may not be repeated for more than three semesters including summers and inter-sessions. Consult the catalog to determine which courses are designated as repeatable. Prior approval is not required.
2. **Courses for Students with Disabilities:** Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation.

Annotating the permanent academic record shall be done in a manner that all work remains legible, ensuring a true and complete academic history.

Basic Skills Classes

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

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

Academic Renewal

Academic Renewal provides students with an opportunity to reverse the negative impact of past academic failures at College of Marin without course repetition. Academic renewal may only be requested once at any California Community College in accordance with state regulation. Academic renewal is not automatic. Academic renewal actions are irreversible.

All course work granted academic renewal status shall not be computed in the student's grade point average or non-progress grade percentage and this shall be noted on the student's permanent record.

All course work shall remain legible to assure a true and complete academic history. The Office of Admissions and Records shall maintain a record of action taken under academic renewal.

NOTE: Academic Renewal does not guarantee that other colleges/universities outside will approve such action. The determination will be made by the respective trans-fer institution.

Students may file a Petition for Academic Renewal with the Office of Admissions and Records under the following conditions:

1. Students must have achieved a 3.00 grade point average (GPA) in 12 letter-graded units or a 2.00 GPA in 24 letter graded units; work from other colleges/universities with recognized accreditation may be considered.
2. A maximum of 24 units of substandard course work may be eliminated from consideration in the cumulative grade point average. Substandard grades are any grades lower than "C," Credit ("CR") or Pass ("P").
3. At least one year must have elapsed from the time the substandard course work to be removed was completed.
4. A student's most recent semesters utilized to demonstrate that the substandard work is not a reflection of the student's ability must not include "D," "F," "I" or "NC" and "NP" grades. (Semesters with lined-out "D," "F," "NC" and "NP" grades do not count towards Academic Renewal.) Courses used to demonstrate improved academic ability cannot be all physical activity courses.

Grade Changes

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

Credit by Examination

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

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

1. A student must submit a Petition for Credit by Examination, with the instructor's approval, to the Office of Admissions and Records.
2. Re-examination for credit in a given course will not be allowed.
3. The student may be graded on a Pass/No Pass or letter-graded basis. The grade earned shall be binding and become a permanent part of the student's academic record and will appear with a "Credit by Examination" annotation indicating the grade has been earned through Credit by Examination.
4. If the student fails the Credit by Examination course, the student may reenroll in the course by Census Date, with the consent of the instructor. The failed grade will appear on the transcript.
5. The course being challenged must be offered in the semester in which the examination is being taken.

6. The student will be eligible for Credit by Examination after successfully completing 12 units at College of Marin ("C" grade or better).
7. Courses completed through Credit by Examination shall not be used toward the 12-unit residency requirement for the Associate Degree or Certificate.
8. Credit by Examination counts as an enrollment for repeatability purposes.
9. Courses successfully completed through Credit by Examination can be used for course lineout and in determining academic renewal eligibility.

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

Forged/Altered College of Marin Transcripts

"Furnishing false information, forgery, falsification, alteration or misuse of college documents, records, or identification" is a violation of college policy. When it comes to the attention of college personnel that a forged or altered College of Marin transcript has been submitted to a third party, a hold will be immediately placed on that academic record, if an actual record exists. An attempt will be made to contact, by phone or mail, the individual whose name appears on the forged or altered transcript requiring that individual to meet with the Dean of Enrollment Services/designee within 10 days. If the Dean of Enrollment Services/designee determines, after investigation, that the individual whose name appears on the forged or altered transcript is responsible for preparing/submitting same, the individual will be barred from attending any future credit classes at College of Marin. An appeal of the decision to permanently bar the student from attending any future credit classes may be made in writing to the Academic Standards Committee within ten days of the decision of the Dean of Enrollment Services/designee. In the event there is no approval of the appeal and the Academic Standards Committee upholds the determination of the Dean of Enrollment Services/designee, the Academic Standards Committee will then recommend a permanent bar from attending credit classes at the College of Marin to the Board of Trustees. The individual will be notified at the last known address, if available, of the decision to bar attendance.

Further, an annotation will be placed on the student's actual academic record, if any, stating, "Not to be Released to Student." In addition, when the individual has actually taken classes at College of Marin, future release of a transcript will be at the sole discretion of the Dean of Enrollment Services/designee. No transcripts will be released directly to the student.

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

Forged Signatures

Students who are determined to have filed an official form with a forged faculty member's signature will be subject to disciplin-

ary action including but not limited to at least one full regular semester of nonattendance. The college reserves the right to also take appropriate legal action.

Standards for Probation

A student shall be placed on academic probation if he or she has attempted a minimum of 12 semester units of work and has a grade point average of less than "C" (2.0).

A student shall be placed on progress probation if he or she has enrolled in at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W", "I", "NC" and "NP" were recorded reaches or exceeds 50 percent.

A student who is placed on probation may submit an appeal to the Dean of Enrollment Services.

A student who is placed on academic probation shall be removed from probation when the student's accumulative grade point average is 2.0 or better. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W", "I", "NC," or "NP" drops below 50 percent.

Standards for Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W", "I", "NC" or "NP" are recorded in at least three consecutive semesters reaches or exceeds 50 percent.

A student who is subject to dismissal may submit a written appeal to the Dean of Enrollment Services. Dismissal may be postponed and the student continued on probation if the student completes a petition that provides evidence of extenuating circumstances and/or that shows significant improvement in academic achievement.

Readmission after Dismissal

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

- File a Petition to Return not later than the second week of the semester. (Forms available in the Office of Admissions and Records). Students who fail to petition by this time or fail to show for their appointments will be denied and dropped from their classes.
- Students seeking readmission must meet with a counselor and complete or update a Student Educational Plan (SEP) and submit the SEP with their Petition to Return to the Dean of Enrollment Services.
- Readmitted students may not be enrolled in more than 12 units. (Students may be limited to fewer units and other restrictions may also be imposed.)
- Students who are readmitted must maintain at least a "C" grade at midterm or they will be dropped from the class. Within five days of notification, students who are dropped

but wish to stay enrolled may provide the Dean of Enrollment Services with a letter from the instructor verifying that the student is likely to succeed in the class.

Examinations

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

Honor List

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

Military Credit

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

Advanced Placement (APT)

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

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

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

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

Math: Students with an APT score of 3 on the AB test will be placed in either Math 123 or Math 124. Students with an APT score of 4 on the AB test will be placed in Math 124; students

with an APT score of 5 on the AB test will be placed in either Math 124 or Math 223. After successfully completing 12 or more units at College of Marin, students with an APT score of 4 on the AB test may file a student petition to receive 5 units of Math 123. Students with an APT score of 2 on the BC test will be placed in Math 124; students with an APT score of 3, 4 or 5 on the BC test will be placed in either Math 223 and/or 116. After successfully completing 12 or more units at College of Marin, students with an APT score of 3, 4 or 5 on the BC test may file a student petition to receive 5 units of Math 123. Students with a score of 5 on the BC test may also file a petition to receive 5 units of Math 124.

Test	Score	Placement	Course Credit (Units)
AB	3	123 or 124	None
AB	4	124	123 (5 units)
AB	5	124 or 223	123 (5 units)
BC	2	124	123 (5 units)
BC	3	223 and/or 116	123 (5 units)
BC	4	223 and/or 116	123 (5 units)
BC	3, 4 or 5	223 and/or 116	123 (5 units) and 124 (5 units)

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

CLEP

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

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

- 540 or more on the CLEP General Examination in English Composition, essay version.
- 55 or more on the CLEP Subject Examination in Freshman College Composition, essay version.

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

Administration of Justice

After successful completion of 12 units at College of Marin, students who have completed P.O.S.T. Basic Academy may petition for 6-12 units of Basic Academy Credit (200 hours = 6 units, 400 hours = 8 units, 560 hours = 10 units and 800 hours = 12 units).

Students may transfer credits for other police academy work only if the academy is fully accredited (as listed in the ACCRAO

Guide) or if another fully accredited college or university has granted credit for the work. Courses must closely parallel those in the Major requirements to be substituted.

Automotive Technology

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

Early Childhood Education

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

Business and Information Systems

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

Marin County High School Articulation

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

San Marin High School: AUTO 110, 3 units; AUTO 111, 3 units; BOS 114, 1.5 units; BOS 120, 1 unit; CIS 118, 1.5 units; MMST 111, 3 units; ECE 114, 3 units; ECE 115, 3 units

San Rafael High School: AUTO 110, 3 units; AUTO 111, 3 units; BOS 114, 1.5 units; BOS 120, 1 unit; CIS 118, 1.5 units; BUS 114, 1.5 units; CIS 113, 1.5 units

Sir Francis Drake High School: BOS 114, 1.5 units; BOS 120, 1 unit; CIS 118, 1.5 units; MMST 123, 3 units

Novato High School: BOS 114, 1.5 units; BOS 120, 1 unit; CIS 118, 1.5 units; MMST 111, 3 units

Redwood High School: BOS 114, 1.5 units; BOS 120, 1 unit; MMST 123, 3 units

Regional Occupational Program: BOS 114, 1.5 units; BOS 115, 1.5 units; BOS 120, 1 unit; BOS 230, 1 unit; BUS 114, 1.5 units; CIS 113, 1.5 units; CIS 118, 1.5 units

Tamalpais High School: AUTO 110, 3 units; AUTO 111, 3 units; BOS 114, 1.5 units; BOS 120, 1 unit; MMST 111, 3 units; MMST 123, 3 units

Terra Linda High School: AUTO 110, 3 units; AUTO 111, 3 units; BOS 114, 1.5 units; BOS 120, 1 unit; CIS 118, 1.5 units

Tomales High School: MACH 130, 2 units

Directed Study

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

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

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

Transcripts

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

Student Petitions

Appeals and grievances in the following areas should be submitted on a Student Petition at the Office of Admissions and Records counter: Academic/Progress Dismissal, Admission, Attendance, Graduation, Fee Payment, Refund, Residence Determination, and Student Records. All petitions are reviewed by the Dean of Enrollment Services.

ACADEMIC RECORDS

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

Types of Records and Locations

The Office of Admissions and Records will maintain documents completed by the student, such as applications, petitions, and Advanced Placement and CLEP scores, for the period of time required by law. These records, as well as a permanent record of all academic work completed at the college, are maintained by the

Dean of Enrollment Services in the Office of Admissions and Records. Students may obtain two free transcripts of their College of Marin permanent academic record by submitting a Transcript Request Form. A \$6 charge will be made for each subsequent copy.

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

Student Rights Related to Academic Records

Students shall be afforded all rights and are subject to all requirements set forth in SB 182 (Chapter 816, Statutes of 1975 as amended September 28, 1976 by SB 1493), a copy of which may be obtained in the Office of Admissions and Records. If a violation occurs, students have the right to file a complaint with the Family Compliance Office, United States Department of Education, 600 Independence Avenue S.W., Washington D.C. 20202-4605 concerning an alleged failure by the institution to comply with the provisions of Section 438 of the General Education Provisions Act (20 U.S.C.A. 1232G).

Review, Inspection, and Challenge of Records

Any currently enrolled or former student has the right of access to all of the student's College of Marin academic records. Students wishing to inspect their records may obtain forms from staff in the Office of Admissions and Records; access shall be granted no later than 45 days following receipt of the written request to the Dean of Enrollment Services at College of Marin, 835 College Ave., Kentfield, CA 94904. The Dean of Enrollment Services will make arrangements for access and notify the student of the time and place where records may be inspected. Qualified personnel will assist the students in interpreting their records, if necessary. If the records are not maintained by the Dean of Enrollment Services, the student will be advised of the correct office to which the student's request should be addressed.

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

Within 30 days of receipt of such a request, the College President, or designee, shall meet with the student and employee who recorded the information in question, if any, and if such employee is presently employed by the college. The President, or designee, shall then sustain or deny the allegations in writing. If the President, or designee, denies any or all of the allegations and refuses to order the correction or removal of the information, the student will be notified that the student may, within 30 days of the refusal, appeal the decision in writing to the College of Marin Board of Trustees. Within 30 days of receipt of such an appeal, the

College of Marin Board of Trustees shall, in closed session with the student and the employee (if presently employed by the college), determine whether to sustain or deny the allegations. If the Board of Trustees sustains the allegations, it shall order the President, or designee, to immediately correct or remove and destroy the information. Additional information regarding the hearing procedure will be provided to the student when notified of the right for hearing.

Directory Information

Directory information includes: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous public or private school attended, and any other information authorized in writing by the student to be released. Students who wish to ensure that no information is released must notify the Dean of Enrollment Services in writing.

Access to Student Records

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

1. Officials and employees of College of Marin may inspect records if they have a legitimate educational interest. A school official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting other school officials in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. All requests for such access must be approved by the Dean of Enrollment Services.
2. Authorized representatives of the Controller General of the United States, the Department of Health, Education and Welfare, or the United States Office of Civil Rights; the administrative head of an education agency; and state education officials or their respective designees may have access to information necessary to audit or evaluate a state or federally supported education program, or pursuant to a federal or state law. When personally identifiable information is collected, it shall be protected in a manner that will not permit the personal identification of students or their parents by other than those authorized officials. Such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.
3. In response to an ex parte order College of Marin will release to the Attorney General (or his/her designee) the educational records requested that are relevant to an authorized investigation or prosecution of an offense as listed in Section 23326 (g) (5) (B) of Title 18 United States Code or an act of domestic or international terrorism as defined in Section 2331 of that title.
4. Other state and local officials or authorities may inspect records in accordance with requirements of state law adopted prior to November 19, 1974.

College of Marin may release information without student consent to the following:

1. Officials of other public or private schools or school systems with legitimate educational interests, including local county or state correctional facilities where educational programs are conducted and/or where the student seeks or intends to enroll or is directed to enroll, subject to the rights of students as provided in Section 54610 of Title V regulations on Student Records (Chapter 6, Division 5).
2. Agencies or organizations at which a student has applied for or received financial aid, provided that personally identifiable information is released only as necessary to determine the student's eligibility for aid, to decide on any conditions to be imposed, or to enforce those terms or conditions.
3. Accrediting organizations carrying out their functions.
4. Organizations conducting studies for educational agencies or institutions for the purpose of developing, validating or administering predictive tests and/or student aid programs, and improving instruction, provided that such studies are conducted in a manner that will not permit the personal identification of students or their parents by anyone except representatives of the organization and that any personally identifiable information be destroyed when no longer needed for the study.
5. Appropriate persons in connection with an emergency, if such information is deemed necessary to protect the health or safety of the student or other person, or subject to such regulations as may be issued by the Secretary of Health, Education and Welfare. No one given access to student records in such an emergency may share information obtained with anyone (except other persons involved and having a legitimate interest in the information) without written consent of the student.
6. Victims of sexual assault at College of Marin shall be provided with information regarding disciplinary action against the assailant within three days of the results of any disciplinary action and of any appeal. The victim shall keep the results confidential.
7. The Internal Revenue Service in accordance with provisions of federal law.

Record of Access

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

Petition for Substitution of Prerequisite Courses for College of Marin Registered Nursing Program

If prerequisite courses were taken at other colleges, College of Marin must first determine for itself whether those courses are suitable substitutes for the College of Marin prerequisite courses. This process requires the student to petition the College to accept courses taken elsewhere as satisfying College of Marin prerequisites. Additional time is needed for the college to make these assessments. Therefore, students hoping to substitute courses taken at other colleges for College of Marin prerequisite courses must plan for additional time to allow the College to assess their applications.

Petitions for Substitution must be submitted before applying to the Nursing Program. It is the student's responsibility to request official transcripts and course descriptions for the year the course was completed and attach catalog course descriptions to the Petition. Official transcripts must be mailed directly from the issuing college to College of Marin, Counseling Department, Kentfield, CA 94904 between September 1 and October 31 for admission the following fall. Those who submit the Petition for Substitution after October 31 are not guaranteed a decision in time for the RN application date. The Petition for Substitution will then be submitted and reviewed by Admissions and Records (Academic Standards Committee). The original approved/denied copy will be kept in the student file in the Counseling Office and a copy of the petition will be sent to the student.

Students who successfully petition for substitution must attach a copy of the approval of their petition to their Application for the Nursing Program.

Registered Nursing

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

Transcripts

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

Students may only transfer degree applicable units from fully accredited colleges or universities as listed in the AACRAO Transfer Credit Practices of Selected Educational Institutions. Up-

per division units may not be used toward an Associate degree. Students may, however, petition for a waiver of requirements with relevant upper division work. The student must still have 60 lower division units.

Course Substitution

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

Foreign Colleges Transcripts

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

Military Units

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

SECTION 3

STUDENT SERVICES

Bookstore

CalWORKs

Children's Centers

College Health Center

College Honor Societies

Computer Centers

Counseling

Disabled Students Program

Echo Times, Student Newspaper

Extended Opportunity Programs

Food Service

G.E.D. Preparation/Basic Skills Programs

Intercollegiate Athletics Eligibility

Job Placement/Career Employment

Library

Media Courses (Distance Learning)

Performing Arts

Puente Program

Student Affairs Program

Student Clubs

Testing

Transfer/Career Center

Transportation and Parking

Tutoring Center

Policies on Conduct/Grievances

Phone and Office Numbers

STUDENT SERVICES

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

Bookstore

The Kentfield Campus Bookstore is located on the ground floor of the Learning Resources Center. The bookstore sells all required texts and supplies that instructors order for their classes. In addition, the bookstore also stocks gift items, imprinted shirts, and art supplies.

Refund Policy

1. Please read refund policy (including refund dates) in store for the most current information.
2. Refunds are given only for textbooks purchased for classes of the current semester.
3. A CASH REGISTER RECEIPT IS ABSOLUTELY REQUIRED FOR TEXTBOOK REFUNDS.
4. To be refunded, new texts must be in brand new condition. If damaged or a name is written in the text, only a percentage of the retail value will be refunded.
5. Refunds for supplies given only if defective at time of purchase.

Buy-back Policy

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

Bookstore Hours

The bookstore will have hours posted.

(415) 485-9394

Web address: <http://marin.bncollege.com>

CalWORKs

College of Marin, in partnership with the County of Marin, provides education and support services to students who are participants in the CalWORKs program. To participate, one must be identified and referred by the Marin County CalWORKs office. Special educational programs, and internship opportunities may be available to support student success and entry into the workforce.

Kentfield Campus

Learning Resources Center, Room 160

Monday-Friday, 9:00am to 4:30pm

(415) 485-9605

Web address: <http://www.marin.cc.ca.us/departments/CalWORKs/Index.htm>

Children's Centers

The Children's Centers are located on both campuses and provide a high quality preschool program. The Centers serve as demonstration preschools for the Early Childhood Education and

Psychology Departments, where students learn to observe early childhood development and student teachers complete their ECE Field Studies practicum courses.

College of Marin students have priority admission to the Children's Centers, which follow California Department of Education guidelines. The child care fees are based on family income, and priority is given to low-income students. The Centers provide part- and full-time child care during fall and spring semesters and are closed in the summer months.

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

(415) 883-2211 ext. 8221

Web Address: http://www.marin.edu/student_services/child_care.htm

Health Services

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

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

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

Kentfield Campus

Health Services Portable, Parking Lot 6

(415) 485-9458

Web address: http://www.marin.edu/student_services/health_center.htm

College Honor Societies

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

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

The Beta Xi Kappa chapter at College of Marin is affiliated with Phi Theta Kappa, whose purpose shall be to: "recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence." Phi Theta Kappa's mission is two-fold: (1) to recognize and encourage the academic achievement of two-year college students and (2) to provide opportunities for individual growth and development through participation in honors, leadership, service and fellowship programs.

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

Computer Centers

Internet Café (IVC)

The Internet Café provides students with easy, open access to computers. In addition to software for many classes, the computers are networked to the Internet. The Internet Café is open during the week to all students at College of Marin. Please refer to posted hours for each semester.

Indian Valley Campus

Building 17, Room 100

(415) 457-8811 ext. 8124

Science Center Computer Labs

The Science Center Computer Labs provide students with easy, open access to computers. Although there are regularly scheduled classes in the labs, there are plenty of opportunities during the week for individual work. In addition to software for science, math, and engineering classes, the computers are networked to the Internet and have typical word processing, spreadsheet, database, and presentation software.

The center consists of two labs with a total of 37 computers; one lab has an instructor station connected to an overhead projector, and the other lab includes five computers connected to diagnostic physiology equipment.

The labs are open during the week to all students at College of Marin, with extended hours at the end of the fall and spring semesters.

Kentfield Campus

Science Center, Rooms 143 and 144

(415) 485-9540

Web address: http://www.marin.edu/student_services/Labs

Business and Information Systems Labs

The Business and Information Systems Labs provide Windows-based personal computers on both campuses. The workstations have access to laser printing, scanning and a variety of application software in support of classes offered. Students enrolled in Computer Information Systems, Business Office Systems, and Business programs have access to the lab facilities, which are open daily and most evenings.

The Indian Valley Campus (IVC) labs provide a small number of Macintosh personal computers, and are available to any student enrolled in any program at either campus, with particular emphasis on specific software utilized by the Court Reporting, Medical Assisting, and Multimedia programs. The IVC Lab is open 8:00am–7:30pm Monday through Thursday, and 8:00am–4:00pm Friday.

Kentfield Campus

Learning Resources Center, Room 35 and

Business Skills Center, Room 104

(415) 485-9603

Indian Valley Campus

Building 17, Room 100

(415) 883-2211 ext. 8231 or 8234

Multimedia Studies Labs

The Multimedia Studies Lab houses both Macintosh and Windows-based personal computers. Laboratory hours for multimedia studies courses take place in these labs.

Indian Valley Campus

Pomo Building 7, Room 190, 3D Development PC Lab

Pomo Building 7, Room 192, Macintosh Lab

Kentfield Campus

Fine Arts Building, Room 225, Macintosh & PC Lab

Multimedia Studies Open Labs

There are computer labs available for currently enrolled students to access online course materials, email, and limited assignments. Please refer to posted open lab hours for each semester.

Indian Valley Campus

Ohlone Cluster, Room 120, Macintosh and PC Open Lab

Pomo Building 7, Lobby, Macintosh Open Lab

Multimedia Studies Audio/Video Lab Suites

In addition, there are two individual Lab Suites for independent and advanced student work. Each Lab Suite contains both a high-end Macintosh workstation, and an advanced Windows-based workstation. Access to these labs must be pre-arranged with a Multimedia Studies Instructor.

Indian Valley Campus

Pomo Building 7, Room 197, Audio Lab Suite

Pomo Building 7, Room 198, Video Lab Suite

Writing Center

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

The Writing Center provides students with tutoring to improve reading and writing skills and also provides access to computers and to the Internet for research and writing in all disciplines. Students have access to word processing, Web browsing, printing, scanning, and, most importantly, tutoring by COM instructors. Tutoring is offered either face-to-face or online via an online Writing Center website. All students working on reading and writing projects in any discipline are welcome. Students enrolled in English courses have priority.

Kentfield Campus

Learning Resources Center, Room 110

(415) 485-9609

Counseling

Counselors are available to help all students.

Kentfield Campus

Student Services, Room 212

(415) 485-9432

Web address: <http://www.marin.edu/student-services/counseling/>

Disabled Students Program

This program offers support services and special classes to students with learning, communication, physical, and psychological disabilities.

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

Enrollment in the Disabled Students Program requires an initial appointment with a counselor.

Kentfield Campus

Learning Resources Center 115

(415) 485-9406

Echo Times, Student Newspaper

The College of Marin student newspaper is the product of the journalism classes. It is published regularly throughout the academic year and offers opportunities to develop skills in writing and editing, as well as desktop publishing, advertising, graphics, photography, and newspaper production.

Kentfield Campus

Learning Resources Center 32

(415) 485-9690

Extended Opportunity Programs and Services (EOPS)/Cooperative Agencies Resources for Education (CARE)

EOPS offers assistance to students who meet the EOPS State guidelines for eligibility. Support services may include counseling, tutoring, book grants, and peer advisement.

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

Kentfield Campus

Learning Resources Center, Room 160

(415) 485-9605

Web address: http://www.marin.edu/Student_Services/eops.htm

Food Service

Campus Bistro offers a variety of food selections throughout the year on the Kentfield Campus. Daily selections include freshly made sandwiches, salads, soups, and hot entrees. Coffee, tea, drinks, sandwiches and snacks are available in the Internet Cafe at the Indian Valley Campus. Vending machines are on both campuses.

Kentfield Campus

Student Services, lower level

(415) 456-7661

Indian Valley Campus

Internet Cafe, Building 17, Room 100

(415) 883-2211 ext. 8124

G.E.D. Preparation/Basic Skills Programs

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

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

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

(415) 485-9363 or

(415) 485-9445 (instructor Michael Timmel)

Intercollegiate Athletic Eligibility

Eligibility for Intercollegiate Athletic Competition is governed by the State Commission on Athletics. A student must be continuously and actively enrolled in a minimum of 12 credit units

at his/her community college during the season of sport. Of the 12 credit units, at least nine will be in courses counting toward the Associate degree, remediation, transfer, and/or certification as defined by the college catalog.

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

See College Health Center regarding athletic injuries.

(415) 485-9580

Job Placement/Career Employment

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

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

(415) 485-9410

Library

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

The library has over 100,000 books available for circulation. Some books and course materials are placed behind the loan desk "on reserve" for limited circulation. Hundreds of magazines, newspapers and journals are also available in hard copy, as well as electronically.

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

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

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

Kentfield Campus

Learning Resources Center (2nd level)

Hours: M-R 8am-9pm; F 8am-4pm

(415) 485-9656

Web Address: www.marin.edu/lrc

Media Courses (Distance Learning)

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

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

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

Kentfield Campus

Learning Resource Center, Room 120

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

Outreach and School Relations

The Office of Outreach and School Relations works to develop and nurture contacts with public high schools in and outside of Marin County; establish contacts with community based organizations serving prospective COM students; network with elementary and middle schools in Marin County to develop a pipeline of information and support for prospective students and their parents; sustain the Student Ambassador program as a primary recruitment tool for COM; develop and produce events that highlight college programs and opportunities for potential students; serve as a community public relations agent for COM; facilitate recruitment and retention programs for minority students; and provide educational presentations to the community on issues of higher education access, financial aid/scholarships, advocacy, immigration, cultural sensitivity, college life, careers, and more.

Kentfield Campus

Student Services, LC 120 (Upstairs)

(415) 485-9645

Web address: <http://www.marin.edu/departments/outreach>

Performing Arts

The Performing Arts Department (Music, Drama, and Dance) presents many fine concerts, plays, and dance performances every year for the college community and the Marin public. COM students are encouraged to attend. Many events are free, but for those with an admission charge, students are offered discounted ticket rates. Email COMmusic@marin.edu to receive announcements of music department events, or contact the office at (415) 485-9460. For information about drama and dance events, call (415) 485-9555.

Even if you are not majoring in the performing arts, participating in an artistic production is a fun way to express yourself, and to meet new friends. If you have a talent in music, dance or drama, are interested in small paid jobs in concert or stage management or audio/video recording, or would like to volunteer to usher for one of our productions, please call one of the above numbers for additional information.

Puente Program

College of Marin has been certified to implement the Puente Project, a highly acclaimed English and mentoring program that supports underserved students' transferring to four-year universities. The one-year program is a learning community offering instruction in English 120 in the fall along with a counseling course, and English 150 in the spring; students are also paired with a mentor, often from the business/professional community in a field of interest to the student. The mission of the Puente Project is to increase the number of educationally underrepresented students who enroll in four-year colleges and universities, earn degrees, and return to their respective communities as leaders and mentors to future generations. The first Puente Project was initiated at Chabot College in 1981. Since then, the successful program has been replicated at 59 community colleges and 33 high schools in California. The UC Regents oversee the programs. For more information, call (415) 485-9375 or email Arnulfo Cedillo.

Student Affairs Program and Associated Students

Beyond the classroom, the college encourages students to initiate and join in activities and programs that develop leadership ability, interpersonal skills and community involvement.

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

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

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

Kentfield Campus

Student Affairs Office, Student Services, Room 250

(415) 485-9376

Associated Students (ASCOM), Student Services, Room 241

(415) 485-9390

Emeritus College (ASEC), Student Services, Room 146

(415) 485-9652

Student Clubs

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

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

Testing

The Assessment and Testing Office offers provides placement testing in math, English, and English as a Second Language (ESL). Please see our webpage for schedules and other information.

Kentfield Campus

Student Services, Room 238

(415) 485-9469

Web address: http://www.marin.edu/student_services/testing

Transfer/Career Center

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

Kentfield Campus

Student Services, Room 202

(415) 415-9671

Web address: http://www.marin.edu/student_services/transfer_center/index.htm

Transportation and Parking

Transportation

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

Student Parking

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

Motorcycle Parking

Motorcycles do not require a parking permit if they are parked in designated motorcycle parking areas.

Student Parking Permits

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

(415) 485-9455

Disabled Parking

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

(415) 485-9455

Tutoring and Learning Center

The Tutoring and Learning Center offers free drop-in peer tutoring for currently enrolled College of Marin students in a wide range of academic subjects. All tutors are trained and recommended by a faculty member. This service provides support and encouragement for students to reach their educational goals.

Kentfield Campus

Learning Resources Center, Room 160

(415) 485-9620

Web address: http://www.marin.edu/student_services/tutoring.htm

Policies on Conduct and Grievances

All members of the college community are subject to State and Federal laws, as well as policies and procedures established by the Board of Trustees.

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

Student Conduct

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

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

- Misrepresentation or falsification of academic work for purposes of obtaining a higher grade.
- Submitting a paper purchased from a research or term paper service, or written by another student, and falsely representing it as one's own work.
- Purposely allowing another student to copy answers during a test.
- Knowingly providing homework, a term paper, or other academic work for another student.
- Having another person submit any work in one's name, for purposes of deceiving the instructor to obtain a higher grade.
- Lying to an instructor or District official to obtain a higher grade.
- Altering graded work after it has been returned and resubmitting the work for grading without the instructor's permission.
- Removing tests or examinations from the classroom without the permission of the instructor.
- Stealing tests or examinations.
- Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
- Unauthorized entry upon or use of District facilities.
- Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
- Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.

The college will provide legal defense in any proceeding brought against an employee for any act or omission made within the scope of his or her employment by the college, to the full extent provided by law, including but not limited to Government Code 995, et seq.

Student Grievances

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

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

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

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

Smoking in District Facilities

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

Drug-Free and Alcohol-Free Campus

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

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

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

Sexual Assault and other Assaults on Campus

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

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

ADDITIONAL PHONE AND OFFICE NUMBERS

Kentfield Campus (KTD)

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

Admissions and Records	SS 254	457-8811, ext. 7722
Affirmative Action/Compliance Officer	AC 106	485-9504
Alpha Sigma	SS 119	456-4606
Alumni Association		485-9686
Assessment and Testing	SS 238	485-9469
Associated Students (ASCOM)	SS 241	485-9390
Associated Students (ASEC)	SS 146	485-9652
CalWORKs	LC 160	485-9605
Bookstore	LC downstairs	485-9394
Child Care Center	AC downstairs	485-9468
Counseling Appointments	SS 212	485-9432
Interim Dean of Enrollment Services, Robert Balestreri	SS 252	485-9417
Interim Dean of Student Development and Special Services	SS 258	485-9618
Director of Financial Aid David Cook	SS 235	485-9405
Director of Student Affairs Arnulfo Cedillo	SS 251	485-9375
Disabled Students Program	LC 115	485-9406
Echo Times Newspaper	LC 32	485-9690
Emeritus College	SS 147	485-9368
English As a Second Language (ESL)	HC 101	485-9642
EOPS/CARE	LC 160	485-9605
Financial Aid Office	SS 236	485-9409
GED/Basic Skills	LC 120	485-9667
Health Center Portable, Lot 6		485-9458
Health Sciences Office	HC 111	485-9319
Job Placement	SS 206	485-9410
Lost and Found TB 1		485-9455
Media Center/Language Lab	LC 120	485-9645
Outreach and School Relations	SS 232	485-9663
Parking Permit Purchase, A/R	AS 136	457-8811, ext. 7722
Police, Campus TB 1		485-9455
Swimming Pool PE		485-9587
Transfer/Career Center	SS 202	485-9671
Tutoring and Learning Center	LC 160	485-9620
Veterans Office	SS 206	485-9544

Indian Valley Campus (IVC)

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

Admissions and Records	AS 136	ext. 8822
Assessment and Testing	Kentfield/SS 238	485-9469
Associated Students (ASIVC)	AS 140	ext. 8322
College Operations	AS 108	ext. 8100 and 8101
Career Education Office	Bldg. 17-100	ext. 8200
Child Care Center	AS Building 12	ext. 8170
Children's Centers Offices	Ohlone 146 & 148	ext.
8221,8222		
Counseling Appointments	Kentfield/SS 212	485-9432
Dean of Workforce Development, College and Community Partnerships Site Administrator Nanda Schorske	AS 135	ext. 8506
Disabled Students Program	Kentfield/DS 1	485-9406
Echo Times Newspaper	Kentfield/LC 36	485-9690
Emeritus College	Kentfield/SS 147	485-9368
Financial Aid Office	AS 135	ext. 8118
Fiscal Services	AS 100	ext. 8160
Food Vending Machines	PM 189, OL 105, AS 130 and Pool	
Health Center	AS 121	ext. 8126
Job Placement	Kentfield/ SS 232	485-9410
Learning Center – English	Bldg. 17-222	
Learning Center – Math	Bldg. 17-100	ext. 8510
Lost and Found/Campus Police,	C-B	883-3179
Police, Campus	C-B	883-3179
Student Affairs	AS 140	ext. 8322
Swimming Pool	883-3473 or 457-8811	ext. 8262
Veterans Office	AS 136	ext. 8822

SECTION 4

GRADUATION AND DEGREE REQUIREMENTS

Catalog Rights

Graduation Requirements

General Education Philosophy

General Education Courses

Associate Degree Programs – Associate in Arts and Associate in Science

Interdisciplinary Degree Programs

Certificate of Achievement Programs

Skills Certificates

Table of A.S./A.A. Degree Programs, Transfer, Certificates of Achievement, and Skills Certificates

GRADUATION & DEGREE REQUIREMENTS

CATALOG RIGHTS

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

GRADUATION REQUIREMENTS

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

1. **Units** - The Associate in Arts (A.A.) degree and the Associate in Science (A.S.) degree require a minimum of 60 lower division units to include all the requirements indicated below and any additional elective units needed to satisfy the 60 unit minimum. Courses numbered 099 are not applicable to the associate degree.
2. **Major Requirement** - At least 18 units of study must be taken in a single discipline or related disciplines as indicated in the College of Marin catalog. See the list of approved majors following this section.
3. **Scholarship** - An overall grade point average (G.P.A.) of 2.0 ("C" average) in all degree-applicable courses (numbered 100 and above) taken at College of Marin and in all acceptable lower division courses transferred from other colleges. The student must be in good standing at the College.
4. **Residence** - Successfully complete at least 12 units in the major requirements at the College of Marin.
5. **Mathematics Proficiency** - One of the following options:
 - (a) A satisfactory score on the Math Assessment Test, i.e. eligibility for Intermediate Algebra (Math 103) or
 - (b) Completion of Intermediate Algebra (Math 103 or Math 103A plus 103B or Math 103X plus 103Y) with a grade of "C" or higher.

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

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

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

Awarding a Degree or Certificate of Achievement

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

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

GENERAL EDUCATION

General Education Philosophy

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

Courses in general education will provide the student with the opportunity to:

1. Read, write, and speak competently.

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

General Education Courses

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

A. Natural Sciences

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

Anthropology 101, 101L
 Astronomy 101, 105, 117F, 117L
 Biology 100, 101, 105, 107, 108A, 109, 110, 110L, 115, 116, 120, 138, 159, 160, 162, 169A, 169B, 224, 235, 240
 Chemistry 105, 105L, 110, 114, 131
 Environmental Landscaping 160
 Geography 101, 101L, 109, 112
 Geology 103, 105, 109, 110, 114, 120, 120L, 121
 Physical Education 107
 Physics 108A, 110, 207

NOTES

1. *Geography 109 may be used to satisfy Category A or Category B, but not both.*
2. *Natural Science credit is awarded for only one course in each of the following groups:
 Astronomy 105, Biology 105, Geology 105
 Astronomy 117F, Astronomy 117L
 Biology 107, Physical Education 107
 Biology 160, Environmental Landscaping 160*

B. Social and Behavioral Sciences

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

Anthropology 102, 103, 110, 204, 215
 Biology 251
 Behavioral Science 103, 201
 Business 101
 Early Childhood Education 110, 112
 Economics 101, 102, 201

Ethnic Studies 110, 111, 112, 121, 151, 154, 242

Geography 102, 109

Health Education 142

History 100, 101, 102, 103, 109, 110, 111, 112, 117, 118, 206, 214, 215, 216, 238

Political Science 100, 101, 102, 103, 104, 201, 203, 210, 220

Psychology 110, 111, 112, 114, 116, 120, 140, 142, 145, 204, 205, 230, 251

Sociology 110, 112, 114, 140, 205, 230, 250

NOTES

1. *The following courses may be used to satisfy Category B or Category F, but not both.
 Ethnic Studies 111, 112, 121, 151
 History 100, 117, 118
 Political Science 100, 101*
2. *Geography 109 may be used to satisfy Category A or Category B, but not both.*
3. *Psychology 205 and Sociology 205 may be used to satisfy Category B or Category E, but not both.*
4. *Social and Behavioral Science credit is awarded for only one course in each of the following groups: Behavioral Science 201, Economics 201, Political Science 201
 Biology 251, Psychology 251
 Health Education 142, Psychology 142
 Psychology 111, Psychology 116,
 Psychology 112, Psychology 114
 Psychology 140, Sociology 140
 Psychology 205, Sociology 205
 Psychology 230, Sociology 230*
5. *Ethnic Studies 154 may be used to satisfy Category B or Category C, but not both*

C. Humanities

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

American Sign Language 101, 102, 110, 203, 204

Architecture 100, 101, 102, 131

Art 101, 102, 103, 104, 105, 106, 107, 108

Biology 145

Chinese 101, 102

Communications 108 (three units), 109A, 109B, 110, 160

Dance 108

Drama 110, 116, 117, 119

English 151, 208, 212, 214, 218, 219, 220, 221A, 221B, 222, 223, 224, 225, 230, 235, 237, 240, 242

Ethnic Studies 108, 154

French 101, 102, 108A, 108B, 203, 204, 225, 226

Geology 145

Humanities 100A, 100B, 107, 108, 109A, 109B, 114, 118, 125, 242

Italian 101, 102, 108 (three units), 203, 204, 225, 226

Japanese 101, 102, 108 (three units), 203, 204

Journalism 110, 160

Music 101, 102, 105, 106

Philosophy 110, 111, 117

Spanish 101, 102, 203, 203HB, 204, 225, 226, 228A, 230A, 230B, 230C

Speech 128, 140, 141

NOTES

1. *English 151 may be used to satisfy Category C or Category E, but not both.*
2. *Humanities credit is awarded for only one course in each of the following groups:*

Art 108, Ethnic Studies 108, Humanities 108

Biology 145, Geology 145

Communications 109A, Humanities 109A

Communications 109B, Humanities 109B

Communications 110, Journalism 110

Communications 160, Journalism 160

English 242, Humanities 242

3. *Speech 128 may be used to satisfy Category C or Category E, but not both.*
4. *Ethnic Studies 154 may be used to satisfy Category C or B, but not both.*

D. Composition, Written

(Three units minimum.)

English 150 with a grade of "C" or higher

NOTE

1. *English 150 is the first level course in college freshman English that is transferable to the University of California and the California State University. English 120SL transfers as an elective to the University of California and California State University. English 120 transfers as an elective to the California State University.*

E. Communication and Analytical Thinking

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

Computer Information Systems 215

Computer Science 130, 135, 136, 140, 200, 230, 232

English 130, 151, 155

Mathematics 103, 103A and B, 103X and Y, 104, 104X and Y, 105, 109, 110, 114, 115, 116, 121, 123, 124, 190

Philosophy 112

Psychology 205

Sociology 205

Speech 110, 120, 122, 128, 130, 132

Statistics 115

NOTES

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

F. American Institutions

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

Ethnic Studies 111, 112, 121, 151

History 100, 117, 118

Political Science 100, 101

NOTE

1. *All courses listed in Category F may be used to satisfy Category B or Category F, but not both.*

G. Cross-Cultural Studies

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

Cross-cultural studies courses, which are listed in other general education categories, will satisfy both the Cross-Cultural Studies Requirement and the requirement of one other category.

American Sign Language 110

Anthropology 204, 215

Art 108

Communications 160

English 235, 237

Ethnic Studies 108, 110, 111, 112, 121, 151, 154

History 109

Humanities 108

Journalism 160

Music 105

Psychology 120

Speech 128

H. Physical Activity

(One unit minimum.)

This requirement may be satisfied by degree-applicable activity courses in physical education or dance.

ASSOCIATE DEGREE PROGRAMS-ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE

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

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

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

INTERDISCIPLINARY DEGREE PROGRAMS

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

Please note that for 2008-2009, the following interdisciplinary degrees were removed from the Catalog.

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

Modern Languages (A.A.)

Natural Science (A.A.)

Physical Science (A.S.)

University Transfer (A.A.)

Working with the faculty to bring several of our interdisciplinary associate degrees into compliance with recent changes to Title V regulations, we will reinstate the following degrees pending approval by the Chancellor's office for the 2009-2010 catalog.

Liberal Arts Degree (Pending)

The Associate degree in Liberal Arts is designed for students who wish to have a broad, general education, plus additional coursework in an "Area of Emphasis." This degree would be an ideal choice for students planning on transferring to the CSU or UC campus, as students can satisfy both general education and lower division major requirements at these institutions. Please consult with a counselor for information regarding your intended major at the specific college or university of your choice. Students may also refer to www.ASSIST.org to get detailed requirements for specific colleges and universities.

To meet the requirements for the Associate of Arts in Liberal Arts, a student must complete the following:

- One of the following General Education options:
College of Marin General Education Requirements
CSU General Education Requirements (CSU GE Pattern)
Intersegmental General Education Transfer Curriculum (IGETC) pattern (UC or CSU transfer)
- For students using the College of Marin General Education Requirements, note that no General Education units may be used to meet the Area of Emphasis requirements. Students using College of Marin's General Education Requirements may not yet be prepared to transfer. Students should work with a counselor to complete these requirements.
- For students using the CSU GE or IGETC options, note that no more than 12 of the units used to meet the general education requirements may be double-counted as part of the Area of Emphasis. Students should work with a counselor to complete these requirements.
- College of Marin's other Graduation Requirements apply (i.e., Math proficiency, grade point average, total units, residency and Cross-Cultural Studies).

A minimum of 18 units from one of the following Emphasis areas with a grade of "C" or higher, "Pass" or "Credit."

Areas of Emphasis include:

Language Arts and Humanities
Communication Studies
Natural Science
Social Science and Behavioral Sciences
Visual and Performing Arts

Emphasis in Language Arts and Humanities

(Associate of Arts in Liberal Arts: Emphasis in Language Arts and Humanities)

These courses emphasize the study of cultural, literary, humanistic and artistic expression of human beings. Students will evaluate and interpret the ways in which people of different cultures, through the ages, have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

This degree can be a good preparation for students transferring to a four-year university with a major in Advertising, American Studies, Comparative Literature, English, Foreign Languages, Humanities, Journalism, Linguistics, Philosophy, Religious Studies, Speech, Communication, and Television and Film, among others.

Students must successfully complete 18 units of study across 3 disciplines listed below.

American Sign Language 101, 102, 110, 203

Architecture 100, 101, 102

Art 101, 102, 103, 104, 105, 106, 108

Chinese 101, 102

Communications 109A+, 109B++

Dance 108

Drama 110, 116, 117

English 208, 212, 214, 218, 219, 220, 221A, 221B, 222, 223, 224, 225, 230, 235, 237, 240, 242

Ethnic Studies 108, 154

French 101, 102, 108A, 108B, 203, 204, 225, 226

Humanities 100A, 100B, 107, 108, 109A+, 109B++, 114, 118, 125, 242

Italian 101, 102, 203, 204, 225, 226

Japanese 101, 102, 203, 204

Music 101, 102, 105, 106

Philosophy 110, 111, 117

Spanish 101, 102, 203, 204, 225, 226, 230A, 230B, 230C

Speech 128

Note:

+Credit awarded for only one course: Communications 109A/Humanities 109A (cross-listed);

++Credit awarded for only one course: Communications 109B/Humanities 109B (cross-listed).

Emphasis in Communication Studies

(Associate of Arts in Liberal Arts: Emphasis in Communication Studies)

These courses emphasize both the content and form of communication, while providing an understanding of the psychological basis and social significance of communication including the use of modern languages. Students will be able to assess communication as the process of human symbolic interaction. This degree can be a good preparation for students transferring to a four-year university with a major in Communications, English, Modern Languages, and Speech, among others.

Students must successfully complete 18 units of study across 3 disciplines listed below.

American Sign Language 101, 102, 203, 204

Chinese 101, 102

Communications 109A*, 109B**, 110+, 150, 160++

Computer Information Systems 110

English 202, 203

French 101, 102, 108A, 108B, 203, 204, 225, 226

Humanities 109A*, 109B**

Italian 101, 102, 108, 203, 204, 225, 226

Journalism 110+, 160++

Japanese 101, 102, 203, 204

Spanish 101, 102, 203, 203H, 204, 225, 226, 230A, 230B, 230C

Speech 110, 120, 122, 128, 130, 132, 140, 141

Note:

*Credit awarded for only one course: Communications 109A/Humanities 109A (cross-listed);

**Credit awarded for only one course: Communications 109B/Humanities 109B (cross-listed);

+Credit awarded for only one course: Communications 110/Journalism 110 (cross-listed);

++Credit awarded for only one course: Communications 160/Journalism 160 (cross-listed).

Emphasis in Natural Science

(Associate of Arts in Liberal Arts: Emphasis in Natural Science)

These courses emphasize the study of mathematical and quantitative reasoning skills; they impart knowledge of the facts and principles that form the foundation of living and non-living systems. Students recognize and appreciate the methodologies of science as investigative tools, as well as the limitations of scientific endeavors. This degree can be a good preparation for students who have a general interest in science but are majoring in areas other than science. Students who are transferring to a four-year university with a science major in Biology, Chemistry, Engineering, Geography, Geology, Math, Physics, or Pre Med., among others, should see a counselor.

Students must successfully complete 18 units of study across 3 disciplines listed below.

Anthropology 101, 101L

Astronomy 101, 105+, 117L

Biology 100, 105+, 107++, 108, 109, 110, 110L 115, 116, 120, 138, 142, 145, 147, 160, 162, 171, 224, 235, 240, 246, 250

Chemistry 105, 114, 115, 131, 132, 231, 232

Geography 101, 101L, 112, 125

Geology 103, 105, 109, 114, 115, 116, 120, 120L, 121, 125, 126, 138, 142, 145, 201, 250

Math 105, 109, 114, 115*, 121, 122, 123, 124, 223, 224

Physical Education 107++

Physics 108A, 108B, 110, 207A, 207B, 207C

Statistics 115*

Note:

+Credit awarded for only one course: Astronomy 105/Biology 105 (cross-listed);

++Credit awarded for only one course: Biology 107 / Physical Education 107 (cross-listed);

*Credit awarded for only one course: Math 115/Statistics 115.

Emphasis in Social Science and Behavioral Sciences

(Associate of Arts in Liberal Arts: Emphasis in Social Science and Behavioral Sciences)

These courses emphasize a multi-disciplinary approach to the understanding and study of human behavior. Students will explore and examine the nature and multitude of interactive relationships amongst and between individuals and their social environment, ranging from the development of the individual, to the nuances of interpersonal interaction, to the dynamic structures of national and global communities. Students will gain a heightened awareness of the nature of their individuality, attain a greater understanding and appreciation of the complexities and diversity of the world in which they live and become better equipped to succeed in an increasingly diverse and complex society.

This degree can be a good preparation for students transferring to a four-year university with a major in Afro-American Studies, Anthropology, Chicano Studies, Child Development, Cognitive Science, Criminal Justice, Developmental Studies, Ethnic Studies, Family and Consumer Studies, Global Studies, History, International Relations, Legal Studies, Peace and Conflict Studies, Political Science, Psychology, Social Work, Social Science, and Sociology, among others.

Students must successfully complete 18 units of study across 3 disciplines listed below.

Administration of Justice 110, 111, 204

Anthropology 102, 103, 110, 204, 208, 215

Behavioral Science 103+, 105, 201++

Biology 108A+

Business 101

Communications 110*, 160**

Computer Information Systems 110

Counseling 114, 130

Early Childhood Education 110, 112

Economics 101, 102

Education 110, 111

Ethnic Studies 110, 111, 112, 121, 151, 154

Geography 102, 109

Health Education 130, 142

History 100, 101, 102, 103, 109, 110, 111, 112, 117, 118, 206, 214, 215, 216, 238

Journalism 110*, 160**

Math 115+++

Political Science 100, 101, 102, 103, 104, 117, 201++, 203, 210, 215, 220

Psychology 110, 111, 112, 114, 116, 120, 140, 142, 204, 205***, 230, 251

Sociology 110, 112, 114, 140, 184, 205***, 230

Speech 128

Statistics 115+++

Note:

+Credit awarded for only one course: Behavioral Science 103/Biology 108A (cross-listed);

++Credit awarded for only one course: Behavioral Science 201/Political Science 201 (cross-listed);

+++Credit awarded for only one course: Math 115/Statistics 115;

*Credit awarded for only one course: Communications 110/Journalism 110 (cross-listed);

** Credit awarded for only one course: Communications 160/Journalism 160 (cross-listed);

*** Credit awarded for only one course: Psychology 205/Sociology 205 (cross-listed).

Emphasis in Visual and Performing Arts

(Associate of Arts in Liberal Arts: Emphasis in Visual and Performing Arts)

These courses emphasize the study of cultural activities and artistic expression of human beings. Students evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Emphasis is placed on appreciation of the arts, as well as the performance of Dance, Music and Drama and the production of various forms of visual arts. Students are encouraged to participate in performances, as well as create a body of their original work.

This degree can be a good preparation for students transferring to a four-year university with a major in Applied Design, Architecture, Art, Art History, Dance, Drama, Film, Graphic Communications/Design, Multimedia Studies, and Theater, among others.

Students must successfully complete 18 units of study across 3 disciplines listed below.

Architecture 100, 101, 102, 110, 130

Art 101, 102, 103, 104, 105, 106, 108, 112, 113, 114, 116, 118, 130, 134, 140, 144, 146, 148, 152, 165, 170, 180, 185, 190

Communications 109A+, 109B++, 150

Dance 108, 119*, 121*, 122*, 130A*, 130B* 132*, 135*, 142*, 154*, 160*, 161*

Drama 110, 116, 117, 130, 150, 160*, 161

English 202, 203

Humanities 109A+, 109B++

Music 101, 102, 105, 106, 113, 116, 162*, 163*, 165*, 166*, 167*, 168*, 169*, 171, 173*, 174*, 175*, 177*, 178*, 180A*, 181*, 186A*, 186B*, 186C*, 191*, 193

Note:

All courses marked with an asterisk () have a limit of 3 units total, regardless of discipline.

+Credit awarded for only one course: Communications 109A/Humanities 109A (cross-listed);

++Credit awarded for only one course: Communications 109B/Humanities 109B (cross-listed).

Associate of Science Degree: Emphasis in Physical Sciences (Pending)

The A.S. Degree with Emphasis in Physical Sciences is designed for students who wish to have a broad foundation in the physical sciences and mathematics that is ideal for building a more advanced understanding of a particular field of science or engineering. Consequently, this emphasis can be a good option for students planning to transfer to a four-year university in one of these majors. It provides the flexibility for students to satisfy both the appropriate level of general education and the lower division major requirements for specific universities, while still meeting associate degree requirements. For more detailed information on transfer requirements, students should speak with a counselor and refer to www.ASSIST.org.

To complete the requirements for the A.S. Degree with this emphasis, a student must:

- Complete one of the following General Education patterns: College of Marin GE, CSU GE, IGETC, or the following pattern that is recommended for most science and engineering students pursuing this degree:
 - o two transferable college courses (three semester units each) in English composition - English 150 and 151 or 155; and
 - o one transferable college course (three semester units) in mathematical concepts and quantitative reasoning (see course list for IGETC Area 2); and
 - o four transferable college courses (three semester units each) chosen from the following three subject areas (at least one course from each): the arts and humanities (see course list for IGETC Area 3, Group A or B), the social and behavioral sciences (see course list for IGETC Area 4), and the physical and biological sciences (see course list for IGETC Area 5, Group A or B).
- Complete at least 18 units that include at least three different disciplines from those courses outlined below. Each course used to meet this requirement must be completed with a grade of "C" or higher (or "Credit" or "Pass" if the course was taken on a "credit/no credit" or "pass/no pass" basis). Note that courses used to satisfy this 18-unit major requirement can NOT also be used to satisfy the GE requirements above.
- Complete all other College of Marin graduation requirements (i.e., units, GPA, residency, and cross-cultural studies).

Physical Sciences Emphasis

Students must complete 18 units across at least 3 different disciplines, chosen from among the following courses:

Biology 115, 116

Chemistry 131, 132, 231, 232

Computer Science 150A, 150B, 160, 220, 230, 232, 235

Engineering 110, 125, 126, 220, 235, 245

Math 116, 117, 123, 124, 223, 224

Physics 108A, 108AC, 108B, 108BC, 207A, 207B, 207C

CERTIFICATE OF ACHIEVEMENT PROGRAMS

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

It is the student's responsibility to submit an "Application for a Certificate of Achievement" by making an appointment with the Counseling Department.

Certificate of Achievement programs and requirements are listed under each discipline in Section Six of the catalog.

Granting of Additional Certificates of Achievement

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

Basic Skills Courses

Courses numbered below 100 are nondegree applicable but may be used for a Certificate of Achievement when listed as a major requirement. Basic skills courses under 100 do not apply toward the 60 units required for graduation, even though they may be listed as part of a vocational program.

SKILLS CERTIFICATES

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

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

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

**Table of A.S./A.A. Degree Programs,
Transfer, Certificates of Achievement,
and Skills Certificates**

Program/Discipline	A.S. Degree	A.A. Degree	Transfer	Certificates of Achievement	Skills Certificates
Administration of Justice	X		X	X	
American Sign Language			X		
Anthropology Discipline			X		
Architecture	X		X		
Art		X	X		
Art: Design, Applied, Occupational	X		X		
Art: Design, Applied-Interior, Occupational	X		X		
Astronomy			X		
Automotive Collision Repair Technology	X		X	X	X
Automotive Technology	X		X	X	X
Behavioral Science		X	X		
Biology	X		X		
Biology: Natural History				X	
Biology: Environmental Science			X		X
Business Administration		X	X		
Business: Applied Accounting, Occupational	X			X	
Business, General	X		X	X	
Business, Management	X		X	X	X
Business Office Systems, Occupational	X			X	X
Chemistry	X		X		
Chinese			X		
Communications (Film)		X	X		
Computer Information Systems, Occupational	X			X	X
Computer Science	X		X		
Counseling			X		
Court Reporting, Occupational	X			X	
Dance		X	X		
Dental Assisting: Registered	X		X	X	
Drama		X	X		
Early Childhood Education	X		X	X	X
Economics			X		
Education			X		X
Electronics Technology					
Engineering	X		X		
English		X	X		

Program/Discipline	A.S. Degree	A.A. Degree	Transfer	Certificates of Achievement	Skills Certificates
English as a Second Language					
Environmental Landscaping	X		X	X	X
Ethnic Studies		X	X		
Fire Technology; Emergency Medical Technician					X
French		X	X		
Geography	X		X		
Geology	X		X		
Health Education			X		X
History		X	X		
Humanities		X	X		
Italian			X		
Japanese			X		
Journalism			X		
Liberal Arts		X	X		
Library			X		
Machine and Metals Technology	X			X	
Mathematics		X	X		
Medical Assisting	X			X	X
Multimedia	X		X	X	X
Music		X	X		
Nursing, Registered	X		X		X
Philosophy			X		
Physical Education		X	X		X
Physical Sciences	X		X		
Physics	X		X		
Political Science		X	X		
Psychology			X		
Real Estate	X			X	X
Social Science		X	X		
Sociology			X		
Spanish		X	X		
Speech		X	X		
Statistics			X		
Study Skills					
Work Experience					

SECTION 5

TRANSFER INFORMATION

ASSIST (Online student-transfer information system)

CSU Transfer Information

CSU General Education Program

CSU Transferable Courses

UC Transfer Information

Guaranteed Admission Transfer Contracts

Intersegmental General Education Transfer Curriculum (IGETC)

UC Transferable Courses

The Lower-Division Patterns (LDTP) Project

TRANSFER INFORMATION

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

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

ASSIST (Online Student Transfer Information System)

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

CALIFORNIA STATE UNIVERSITY TRANSFER INFORMATION

Lower Division Transfer Admission Requirements

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

You are eligible for admission to California State University if you:

1. Have a college grade point average of 2.00 or higher in all transferable college units attempted.

2. Are in good standing at College of Marin, i.e., you are eligible to re-enroll.
3. Meet the admission requirements for a first-time freshman or have successfully completed necessary courses to make up the deficiencies you had in high school if you did not complete the 15-unit pattern of college preparatory subjects.
4. Meet the eligibility index required of a freshman.

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

Upper Division Transfer Minimum Eligibility Requirements

College of Marin students with 60 or more transferable semester units are considered upper division transfer students.

You are eligible for admission to California State University if you:

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

Required Placement Tests

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

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

Transcripts for California State University

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

General Education Program for the Bachelor's Degree at California State University

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

CSU General Education Certification

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

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

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

Students must make a request for certification prior to attending California State University by completing two forms:

1. A Request for Transcript,
2. A Request for General Education Certification.

United States History, Constitution, and American Ideals Requirement

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

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

2009-2010 CSU General Education Program

AREA A - ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING

Nine units. Select one course from A-1, A-2, and A-3

A-1 Oral Communication

Speech 110, 120, 122, 130, 132

A-2 Written Communication

English 150

A-3 Critical Thinking

Economics 125
English 130, 151, 155
Ethnic Studies 125
History 125
Philosophy 112
Political Science 125
Social Science 125
Speech 132

Area Note

- (a) *Speech 132 may be used for A-1 or A-3, but not both*
- (b) *Credit is given for only one course in the following set:
-Economics 125, Ethnic Studies 125,
-History 125, Political Science 125 or Social Science 125*

AREA B – SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING

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

B-1 Physical Sciences

Astronomy 101, 105, 117F*, 117L*
Biology 105, 138*, 160
Chemistry 105, 105L*, 110*, 114*, 115*, 131*, 132*, 132E, 231*, 232*, 232E
Environmental Landscaping 160
Geography 101, 101L*, 112
Geology 103, 105, 109, 110, 120, 120L*, 121*, 138*, 201*
Physics 108A*, 108AC, 108B*, 108BC, 110, 207A*, 207B*, 207C*

B-2 Life Science (Biological)

Anthropology 101, 101L*
Astronomy 105
Biology 105, 107, 109, 110, 110L*, 112ABC, 115*, 116*, 120*, 162*, 224*, 235*, 240*
Environmental Landscaping 160
Geology 105
Physical Education 107

B-3 Laboratory Activity

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

B-4 Mathematics/Quantitative Reasoning

Computer Science 117
Math 104 or 104XY, 105, 109, 110, 114, 115, 116, 117, 121, 122, 123, 124, 223, 224
Statistics 115

Area Notes

- (a) *Credit is given for only one course in each of the following sets:*

- Astronomy 105, Biology 105, Geology 105
- Biology 107, Physical Education 107
- Biology 138, Geology 138
- Computer Science 117, Math 117

(b) Astronomy 105, Biology 105, or Geology 105 maybe used for B-1 or B-2, but not both.

AREA C – ARTS AND HUMANITIES

Nine units. Select three courses to include at least one course each from C-1 and C-2.

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

C-1 Arts (Art, Dance, Music, Theatre)

- Architecture 100, 101, 102
- Art 101, 102, 103, 104, 105, 106, 107, 108, 112*, 113*, 114*, 116*, 118*, 130*, 134*, 140*, 144*, 146*, 148*, 152*, 165*, 170*, 180*, 185*, 190*, 293*
- Communications 109A, 109B
- Dance 108, 119*, 121*, 122*, 126*, 130AB*, 132*, 133*, 135*, 136*
- Drama 110, 130*, 150, 160*, 161*, 245*, 260*
- Ethnic Studies 108
- Humanities 108, 109A, 109B
- Music 101, 102, 105, 106

C-2 Humanities (Literature, Philosophy, and Foreign Language)

- American Sign Language 101, 102, 110, 203
- Chinese 101, 102
- Drama 116, 117
- English 208, 212, 214, 218, 219, 220, 221A, 221B, 222, 223, 224, 225, 230, 235, 237, 240, 242
- Ethnic Studies 154
- French 101, 102, 108A, 108B, 203, 204, 225, 226
- Humanities 100A, 100B, 114, 118, 125, 242
- Italian 101, 102, 203, 204, 225, 226
- Japanese 101, 102, 204
- Philosophy 110, 111, 117
- Spanish 101, 102, 203, 203HB, 204, 225, 226, 228A, 230A, 230B, 230C
- Speech 140, 141

Area Notes

- (a) Credit is given for only one course in each of the following sets:
- Art 108, Ethnic Studies 108, Humanities 108
 - Communications 109A, Humanities 109A
 - Communications 109B, Humanities 109B
 - Humanities 114, Humanities 118
 - English 242, Humanities 242
- (b) American Sign Language 110 maybe used for C-2 or D-1, but not both

AREA D – SOCIAL SCIENCES

Nine units. Select three courses from three different groups.

D-0 Sociology and Criminology

- Administration of Justice 204
- Sociology 110, 112, 184, 205, 250

D-1 Anthropology and Archeology

- American Sign Language 110

- Anthropology 102, 103, 110, 204, 208, 215

D-2 Economics

- Economics 101, 102

D-3 Ethnic Studies

- Communications 160
- Ethnic Studies 110, 111, 112, 121, 151, 242
- Journalism 160

D-4 Gender Studies

- Communications 160
- Journalism 160
- Psychology 120

D-5 Geography

- Geography 102, 109

D-6 History

- Ethnic Studies 111, 112, 121, 151, 242
- History 100, 101, 102, 103, 109, 110, 111, 112, 117, 118, 206, 214, 215, 216, 238

D-7 Interdisciplinary Social or Behavioral Science

- Behavioral Science 103, 114, 201
- Biology 108A
- Business 101
- Communications 110
- Early Childhood Education 110, 112
- Economics 201
- History 103
- Journalism 110
- Political Science 201
- Psychology 140, 230
- Sociology 114, 140, 230
- Speech 128

D-8 Political Science, Government, and Legal Institutions

- Political Science 100, 101, 102, 103, 104, 117, 210, 220

D-9 Psychology

- Psychology 110, 111, 112, 114, 116, 120, 145, 204, 205

Area Notes

- (a) Credit is given in Area D or Area E, but not both for the following courses:
- Behavioral Science 103, 114
 - Biology 108A
 - Psychology 110, 111, 112, 114, 140, 145
 - Sociology 140
- (b) Credit is given for only one course in each of the following sets:
- Administration of Justice 204, Sociology 184
 - Behavioral Science 103, Biology 108A
 - Behavioral Science 201, Economics 201, and Political Science 201
 - Communications 110, Journalism 110
 - Communications 160, Journalism 160
 - Psychology 111, Psychology 116
 - Psychology 140, Sociology 140
 - Psychology 205, Sociology 205
 - Psychology 230, Sociology 230
- (c) See catalog description for Psychology 112 credit limitation
- (d) Courses listed in multiple groups in Area D may not be certified in more than one group.
- American Sign Language 110: C-2 or D-1
 - Communications 160: D-3 or D-4

- *Ethnic Studies 111, 112, 121, 151: D-3 or D-6*
- *History 103: D-6 or D-7*
- *Journalism 160: D-3 or D-4*
- *Psychology 120: D-4 or D-9*

AREA E - LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT

Three units. Select one course.

- Behavioral Science 103, 114
- Biology 100, 108A
- Counseling 130
- Health Education 112, 130, 142
- Psychology 110, 111, 112, 114, 140, 142, 145
- Sociology 140

Area Notes

- (a) *Credit is given in Area D or Area E, but not both for the following courses:*
- *Behavioral Science 103, 114*
 - *Biology 108A*
 - *Psychology 110, 111, 112, 114, 140, 145*
 - *Sociology 140*
- (b) *Credit is given for only one course in each of the following sets:*
- *Behavioral Science 103, Biology 108A*
 - *Health Education 142, Psychology 142*
 - *Psychology 140, Sociology 140*
- (c) *See catalog description for Psychology 114 credit limitation*

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

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

- | | |
|------------------------------|------------------------------------|
| Administration of Justice | - all courses except 39 |
| American Sign Language | - all courses |
| Anthropology | - all courses except 39 |
| Architecture | - all courses except 39 |
| Art | - all courses except 39 |
| Astronomy | - all courses except 39 |
| Automotive Collision Repair | |
| Technology | - all courses except 39 and 95 |
| Automotive Technology | - all courses except 39 and 95 |
| Behavioral Science | - all courses except 39 |
| Biology | - all courses except 39 and 99 |
| Business | - all courses except 39 |
| Business Office Systems | - all courses except 39 through 99 |
| Chemistry | - all courses except 39 |
| Chinese | - all courses |
| Communications | - all courses except 39 |
| Computer Information Systems | - all courses except 39 |
| Computer Science | - all courses except 39 and 75 |

- | | |
|-------------------------------|---|
| Counseling | - all courses except 39, 70, and 154 |
| Court Reporting | - all courses except 39 and 90 |
| Dance | - all courses except 39 |
| Dental Assisting | - all courses except 39 and 100 |
| Directed Study | - all courses |
| Drama | - all courses except 39 and 90 |
| Early Childhood Education | - all courses except 39 |
| Economics | - all courses except 39 |
| Education | - all courses except 39 |
| Electronics Technology | - all courses |
| Engineering | - all courses except 39 |
| English | - all courses except 10 through 99 |
| English as Second Language | - English 120SL only |
| Environmental Landscaping | - all courses except 39 |
| Ethnic Studies | - all courses except 39 |
| Film/Video | - all communications courses listed under film/video, except 39 |
| Fire Technology | - all courses except 39 |
| French | - all courses except 39 |
| Geography | - all courses except 39 |
| Geology | - all courses except 39 and 99 |
| Health Education | - all courses except 39 and 100 |
| History | - all courses except 39 |
| Humanities | - all courses except 39 |
| Italian | - all courses except 39 |
| Japanese | - all courses except 39 |
| Journalism | - all courses except 39 |
| Library | - all courses except 39 |
| Machine and Metals Technology | - all courses except 39, 90, and 97 |
| Mathematics | - all courses except 25 through 103, 103AB, 103S, and 103XY |
| Medical Assisting | - all courses except 39 and 100 |
| Multimedia Studies | - all courses except 39 and 90 |
| Music | - all courses except 39 |
| Nursing Education | - all courses except 39, 90, 95, and 100 |
| Philosophy | - all courses except 39 |
| Physical Education | - all courses except 39 |
| Physics | - all courses except 39 |
| Political Science | - all courses except 39 |
| Psychology | - all courses except 39 |
| Real Estate | - all courses except 39 |
| Social Science | - all courses except 39 |
| Sociology | - all courses except 39 |
| Spanish | - all courses except 39 |
| Speech | - all courses except 39 |
| Statistics | - all courses except 39 |
| Study Skills | - all courses except 39 through 78 |
| Work Experience | - all courses |

UNIVERSITY OF CALIFORNIA TRANSFER INFORMATION

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

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

College of Marin transfer students should take courses that are transferable, that satisfy University and college requirements, and that fulfill prerequisites in the major. Advisors in the Admissions Office at the campus you wish to attend and College of Marin counselors can help you with your planning.

The transfer admission requirements described in this section represent the minimum level of achievement to be eligible for admission to the University.

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

Transfer Eligibility Requirements for California Residents

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

1. Complete 60 semester units of transferable college credit with a grade point average of at least 2.4 and no more than 14 semester units may be taken Pass/Not Pass.
2. Complete the following course pattern requirements, earning a grade of “C” or higher in each course:
 - two transferable college courses (three semester units each) in English composition - English 150 and 151 or 155; and
 - one transferable college course (three semester units) in mathematical concepts and quantitative reasoning; and
 - four transferable college courses (three semester units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, and the physical and biological sciences. Exception: University of California, Berkeley, College of Letters and Science requires three years of foreign language in high school or two semesters at College of Marin.

If you satisfy the Intersegmental General Education Transfer Curriculum [IGETC] prior to transferring to University of California, you may satisfy Part 2 of the transfer admission requirements.

For more information about the IGETC, refer to the Intersegmental General Education Transfer Curriculum in this section of the catalog.

Lower Division Transfer

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

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

Guaranteed Admission Transfer Contracts

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

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

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

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

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

Important: It is not advisable for all transfer students to follow the IGETC. The IGETC is not recommended for students planning to major in Engineering, Biological and Physical Sciences or majors that require extensive lower division preparation. Contact a College of Marin counselor for further information regarding University of California or California State University schools where completion of the IGETC is not recommended.

IGETC Certification

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

In addition to the course requirements for each subject area, full certification for California State University must include completion of the Oral Communication Requirement. For the University of California, Oral Communication is not required, but the certification must include satisfactory completion of a Language Other Than English Requirement.

Courses taken at other institutions may be used to fulfill the IGETC. Students should be aware, however, that placement of courses within IGETC subject areas may vary from college to college. Placement of a course will be based on the college of attendance and its IGETC pattern at the time the course was completed.

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

"IGETC After Transfer" Policy

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

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

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

Advanced Placement Test

Advanced Placement Test (APT) scores can be used to satisfy certain areas under IGETC. An APT score of four in English Language and Composition will satisfy Area 1, Group A. However, there is no equivalent AP exam for Area 1 Group B Critical Thinking/

English Composition. An APT score of four or five in Mathematics Calculus AB or BC will satisfy Area 2, Mathematical Concepts. An APT score of three or higher in United States History will satisfy three units under Area 4. An APT score of three or higher in Chemistry will satisfy the Physical Science with lab for five units under Area 5.

2009-2010 IGETC Program

Symbols:

- (+) Indicates that either the University of California or the California State University or both will limit transfer credit. Please refer to "Courses from the College of Marin Acceptable at the University of California (All Campuses)" in this section of the catalog or consult a counselor.
- (*) Courses listed in multiple areas shall not be certified in more than one area except for courses in Language Other than English, which can be certified in both areas 3B and 6A.
- (o) Note: Courses approved for Fall 91 may be taken prior to Fall 91. Courses approved for Fall 92 or later may not be taken prior to Fall 92.

AREA 1 – ENGLISH COMMUNICATION

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

Group A - English Composition

English 150

Group B - Critical Thinking/English Composition

English 151, 155*

Group C - Oral Communication (CSU Requirement Only)

Speech 110, 120, 122, 130, 132*

AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

Select one course, three semester units.

Computer Science 117

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

Statistics 115+

AREA 3 - ARTS AND HUMANITIES

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

Group A – Arts

Architecture 100+, 101+, 102+

Art 101, 102, 103, 104, 105, 106, 107, 108+

Communications 109A, 109B

Dance 108

Drama 110

Ethnic Studies 108+

Humanities 108+, 109A, 109B

Music 101, 102, 105

Group B – Humanities

American Sign Language 102*, 203
 Chinese 102*
 Drama 116, 117
 English 208, 212, 214, 218, 220, 221A, 221B, 222, 223, 224, 225, 230, 235, 237, 240, 242+
 Ethnic Studies 154
 French 102*, 108A, 108B, 203*, 204*, 225*, 226*
 Humanities 100A, 100B, 107, 114+, 118+, 125, 242+
 Italian 102*, 203*, 204*, 225*, 226*
 Japanese 102*, 204*
 Philosophy 110, 111, 117
 Spanish 102*, 203*, 203HB*, 204*, 225*, 226*, 228A, 230A, 230B, 230C
 Speech 128

AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES

Select three courses, nine semester units. Courses must be selected from at least two disciplines.

Anthropology 102+, 103+, 110, 204, 208, 215+
 Behavioral Science 103+, 201+
 Biology 108A+, 251
 Communications 110*, 160*
 Early Childhood Education 110
 Economics 101, 102, 201+
 Ethnic Studies 110, 111, 112, 121, 151, 242
 Geography 102, 109
 Health Education 142+
 History 100+*, 101, 102, 103, 109, 110, 111, 112, 117+, 118+, 206, 214, 215, 216, 238
 Journalism 110*, 160*
 Political Science 100+*, 101+*, 102, 103, 104, 201+, 210, 220
 Psychology 110, 111+, 112+, 114+, 116+, 120, 140+, 142+, 204, 205+, 230+
 Sociology 110, 112, 114, 140+, 205+, 230+

AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES

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

Group A - Physical Sciences

Astronomy 101, 105+, 117E, 117L
 Biology 105+, 138+*, 160
 Chemistry 105+, 105L, 114+, 115+, 131, 132+, 132E, 231, 232+
 Environmental Landscaping 160
 Geography 101, 101L, 112
 Geology 103, 105+, 109, 110+, 114, 120+, 120L, 121, 138+*, 201
 Physics 108A+, 110+, 207A+

Group B - Biological Sciences

Anthropology 101, 101L
 Biology 107, 109, 110+, 110L+, 112ABC, 115, 116, 120, 138+*, 162, 224, 235, 240+

Environmental Landscaping 160
 Geology 138+*
 Physical Education 107

AREA 6 - LANGUAGES OTHER THAN ENGLISH (UC Requirement only)**6A - Languages Other Than English**

May be met by one of the following:

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

- Completion of one of the following courses:

American Sign Language 101*, 102*, 203, 204
 Chinese 101*, 102*
 French 101*, 102*, 203*, 204*, 225*, 226*
 Italian 101*, 102*, 203*, 204*, 225*, 226*
 Japanese 101*, 102*, 203
 Spanish 101*, 102*, 203*, 203HB*, 204*, 225*, 226*

Note: Courses listed in multiple areas shall not be certified in more than one area except for courses in Languages Other Than English, which can be certified in both areas 3B and 6A.

California State University Graduation Requirement in United States History, Constitution and American Ideals.

(This is not a part of the IGETC, but may be completed prior to transfer.)

Select one course from Group A and one course from Group B

Group A - United States History

Ethnic Studies 111*, 112*, 121*
 History 100+*, 117+*, 118+*

Group B - Constitution and American Ideals

Political Science 100+*, 101+*

Courses From the College of Marin Acceptable at the University of California (All Campuses)

All of the following courses are transferable with limitations as indicated.

To determine whether a course fulfills a requirement for a major, you must consult the catalog of the University of California campus to which you plan to transfer. Please see a counselor if you have any questions and for specific requirements that must be met prior to transfer.

Honor Course Credit Limitation

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

indicates new courses or changes for current year

Administration of Justice

110, 111, 118, 204 (same as Sociology 184)

American Sign Language

101*, 102, 203, 204

* Corresponds to two years of high school study.

Anthropology

101, 101L, 102*, 103*, 110, 139 (see Var. Topic), 204, 208, 215+, 249 (see Var. Topic)

**102 and 103 combined: maximum credit, one course.*

+May be taken twice for credit (per college)

Architecture

100*, 101*, 102*, 110**, 130**

**100, 101, and 102 combined: maximum credit, two courses*

***Any or all of these courses combined: maximum credit, 18 semester units per UC Berkeley's College of Environmental Design*

Art

101, 102, 103, 104, 105, 106, 107, 108 (same as Ethnic Studies 108, Humanities 108), 112, 113, 129, 130, 131, 134, 135, 139 (see Var. Topic), 140, 141, 144, 145, 146, 147, 148, 152, 153, 170, 171, 175, 176, 177, 180, 181, 185, 186, 187#, 190*, 191*, 192*, 234, 235, 240, 241, 242, 243, 244, 245, 246, 247, 249 (see Var. Topic), 275, 276, 285, 286, 290*, 292

**190, 191, 192, and 290 combined: maximum credit, 6 units*

Astronomy

101, 105 (same as Biology 105, Geology 105), 117F (same as Astronomy 117L), 117L, 139 (see Var. Topic), 249 (see Var. Topic)

Behavioral Science

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

Biology

100, 105 (same as Astronomy 105, Geology 105), 107 (same as Physical Education 107), 108, 108A (same as Behavioral Science 103), 109, 110o, 110Lo, 115, 116, 120, 138 (same as Geology 138), 139 (see Var. Topic), 142 (same as Geology 142), 145 (same as Geology 145), 147, 150#, 160#, 162, 171, 224, 235, 240+, 246, 249 (see Var. Topic), 250 (same as Geology 250)
oNo credit for 110, 110L if taken after 115 or 116
+240 and 244 combined: maximum credit, one course

Business

101, 107, 112#, 113

Chemistry

105, 105L, 114*, 115+, 131, 132oo, 132Eoo, 139 (see Var. Topic), 231, 232oo, 232Eoo, 249 (see Var. Topic)

**No credit for 114 if taken after 131*

+No credit for 115 if taken after 231

oo132 and 132E combined: maximum credit, one course

232 and 232E combined: maximum credit, one course

Chinese

101*, 102

**Corresponds to two years of high school study.*

Communications

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

Computer Information Systems

110, 139 (see Var. Topic), 215, 249 (see Var. Topic)

Computer Science

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

Counseling

114#

Dance

108, 112, 115, 116, 117*, 118*, 119, 121, 122, 123, 126, 127AB, 130AB, 131AB, 132#, 133#, 135, 136, 139 (see Var. Topic), 142, 143, 154, 160, 161, 162, 170, 171, 172, 173, 175, 176, 222, 224, 225, 228AB, 229AB, 232AB, 240, 241A-D, 249 (see Var. Topic), 260ABC

**Any or all of these Physical Education activity courses combined: maximum credit, four units*

o 117, 118 and () Physical Education activity courses combined: maximum credit, 4 units*

Directed Study

(See Variable Topics Courses)

Drama

110, 116, 117, 119, 124*, 125, 126, 127, 128, 130, 131, 134, 139 (see Var. Topics), 140, 144, 150, 160, 161, 162, 163, 166, 217, 230, 231, 240, 245, 246, 249 (see Var. Topics), 260

**No credit for 124 if taken after 130*

Early Childhood Education

110

Economics

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

Education

110, 111

Engineering

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

English

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

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

Environmental Landscaping

139 (see Var. Topics), 154A*, 154B*, 157, 254A*, 254B*

**154AB and 254AB combined: maximum credit, one series*
**154A and 154B must both be taken in order to receive transfer credit*

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

Ethnic Studies

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

Film/Video

(Please see Communications)

French

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

**Corresponds to two years of high school study.*

Geography

101, 101L, 102, 109, 112, 125, 139 (see Var. Topic), 249 (see Var. Topic)

Geology

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

oo 125 and 126 combined: maximum credit, three units

Health Education

115, 118#, 130, 140#, 142++ (same as Psychology 142). ++142 and Psychology 112, 114 combined: maximum credit, six units. Deduct credit for duplication of topics.

History

100*, 101, 102, 103, 109, 110, 111, 112, 117*, 118*, 125 (same as Economics 125, Ethnic Studies 125, Political Science 125, Social Science 125), 139 (see Var. Topic), 206, 214, 215, 216, 238, 249 (see Var. Topic)

**100, 117 and 118 combined: maximum credit, two courses*
+119 and 120 combined: maximum credit, one course

Humanities

100AB, 107, 108 (same as Art 108, Ethnic Studies 108), 109A, 109B (same as Communications 109A, 109B), 114o, 118o, 125, 139 (see Var. Topic), 242 (same as English 242), 249 (see Var. Topic)

**Must be taken for a letter grade to receive transfer credit.*
o114 and 118 combined: maximum credit, one course

Italian

101*, 102, 108Ao (same as Dram 139N), 108Bo, 108Co, 108Do, 139 (see Var. Topic), 203, 204, 225, 226, 249 (see Var. Topic)

**Media version must be taken for a letter grade to receive transfer credit.*

o108A, 108B, 108C, 108D must be taken for a minimum of three units to receive transfer credit

Japanese

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

Journalism

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

Library

110*, 115*

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

Mathematics

105, 114, 115+, 109, 116, 117 (same as Computer Science 117), 121o, 122o, 123o, 124o, 139 (see Var. Topic), 223, 224, 249 (see Var. Topic)

+115 and Statistics 115 combined: maximum credit, one course.

o121, 122 and 123, 124 combined: maximum credit, one series

Music

101, 102, 105, 106, 111, 112, 113, 121, 122, 128, 128L, 139 (see Var. Topic), 162, 163, 165, 166, 167, 168, 169, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180AB, 181, 182, 183, 186A, 186B, 186C, 187, 191, 193, 211, 212, 214, 221, 222, 249 (see Var. Topic), 261AB, 262AB, 271, 272, 281, 282

Philosophy

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

Physical Education

70 through 80*, 107 (same as Biology 107), 110*, 112#, 117#, 118#, 125A*, 125C*, 125D*, 125F*, 125H*, 125K*, 126#, 129#, 132*, 139** (see Var. Topic), 143, 146, 147#, 150#, 155#, 156*, 160#, 164*, 167*, 169*, 173A*, 175*, 176*, 178*, 180*, 181*, 182*, 183*, 185*, 187*, 190A+, 191A+, 192A+, 193A+, 194#, 195A+, 195B+, 196*, 197A#, 215, 216A, 249** (see Var. Topic), 267*

**Any or all courses combined: maximum credit, four units*

+Any or all courses combined: maximum credit, eight units

***Depending on course content, apply appropriate limitation.*

Physics

108A+, 108AC, 108B+, 108BC, 110*, 139 (see Var. Topic), 207A+, 207B+, 207C+, 249 (see Var. Topic)
+108A, 108B, and 207ABC combined: maximum credit, one series. Deduct credit for duplication of topics.

**No credit for 110 if taken after 108A or 207A*

Political Science

100*, 101*, 102, 103, 104, 117, 125 (same as Economics 125, Ethnic Studies 125, History 125, Social Science 125), 139 (see Var. Topic), 201 (same as Behavioral Science 201, Economics 201), 203, 215, 220, 249 (see Var. Topic)

**100 and 101 combined: maximum credit, one course*

Psychology

110*, 111+, 112o, 114o, 116+, 120, 139 (see Var. Topic), 140 (same as Sociology 140), 142o (same as Health Education 142), 204, 205**, 230 (same as Sociology 230), 249 (see Var. Topic), 251
 +111 and 116 combined: maximum credit, one course
 o112, 114, and 142 combined: maximum credit, six units.
 Deduct credit for duplication of topics.
 **205 and Sociology 205 combined: maximum credit, one course

Social Science

125 (same as Economics 125, Ethnic Studies 125, History 125, Political Science 125), 139 (see Var. Topic), 249 (see Var. Topic)

Sociology

110, 112, 114#, 139 (see Var. Topic), 140 (same as Psychology 140), 184 (same as Administration of Justice 204), 205, 230 (same as Psychology 230), 249 (see Var. Topic)

Spanish

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

Speech

110, 120, 122, 128, 130, 132, 139 (see Var. Topic), 140, 141, 249 (see Var. Topic)
 Statistics
 115* (meets H. S. math)
 *115 combined with Math 115: maximum credit, one course.

Variable Topics Courses

(Directed Study, Selected Topics, Internship, Independent Studies, Fieldwork, etc.)
 Please note that the granting of transfer credit for courses of this kind is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC. UC does not grant credit for variable topics courses in Journalism, Photography, Health, Business Administration, Architecture, Administration of Justice (Criminology) or Library Departments because of credit restrictions in these areas.

The Lower-Division Transfer Patterns (LDTP) Project

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

The Lower-Division Transfer Patterns (LDTP) project, sponsored by the California State University (CSU) and supported by the California Community Colleges, presents potential transfer students with a set of "road maps" to follow that will ensure appropriate academic preparation for studies at CSU and that will

decrease time to graduation once these students enter the CSU. The LDTP for each discipline has a statewide as well as campus-specific components. The statewide component of the LDTP is appropriate for any CSU campus that offers the major and is comprised of general education coursework as well as some courses within the discipline. The campus-specific component identifies discipline related coursework relevant to the major at the specific CSU campus. Together these components for an LDTP discipline will total at least 60 units, the number needed to transfer to CSU as an upper-division student.

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

SECTION 6

COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

Information Contained Within Course Descriptions

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

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

The last part of the description includes Associate degree and transfer information.

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

Student Units and Hours

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

Prerequisites, Corequisites, and Advisories

Prerequisites

A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a particular course or program. The College requires students to complete prerequisite courses with a grade of "C," "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 V, 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 101 and Biology 101L. 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. |

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.

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

Requirements			Units
AJ	110	Introduction to the Administration of Justice	3
AJ	111	Criminal Law	3
AJ	113	Criminal Procedures	3
AJ	116	Juvenile Law and Procedure	3
AJ	118	Community and Human Relations	3
AJ	204	Crime and Delinquency	3
Or			
SOC	184	Criminology	3
AJ	212	Introduction to Evidence	3
AJ	215	Introduction to Investigation	3

AJ	220	Vice, Narcotics, and Organized Crime	3
Or			
SOC	220	Vice, Narcotics, and Organized Crime	3

Administration of Justice Courses (AJ)

AJ 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

AJ 110: Introduction to Administration of Justice

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

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) (No prerequisite. Three lecture hours weekly.)

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) (No prerequisite. Three lecture hours weekly.)

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) (No prerequisite. Three lecture hours weekly.)

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) (No prerequisite. Three lecture hours weekly.)

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 139: Selected Topics

(0.5 - 6.0 Units)

AJ 204: Crime and Delinquency

(3.0 Units) (No prerequisite. Can be taken for credit as Administration of Justice 204 or Sociology 184. Credit will be awarded for only one course. Three lecture hours weekly.)

An introduction to the major theoretical explanations of criminal behavior; social and economic factors which contribute to crime; major typologies of criminal behavior; criminal justice systems and research; courts, probation and parole; police and other institutions. The course will take a sociological perspective and integrate theories from sociology, criminology, and criminal justice. (CSU/UC) CSU Area D-0

AJ 212: Introduction to Evidence

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

Origin, development, philosophy, and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizures; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights; and case studies viewed from a conceptual level. (CSU)

AJ 215: Introduction to Investigation

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

Fundamentals of investigation; techniques of crime scene search and recording; collection and preservation of physical evidence; modus operandi processes; sources of information; interview and interrogation; follow-up investigation. (CSU)

AJ 220: Vice, Narcotics, and Organized Crime

(3.0 Units) (No prerequisite. Can be taken for credit as Administration of Justice 220 or Sociology 220. Credit will be awarded for only one course. Three lecture hours weekly.)

This course examines the relationship between organized crime and the community. It will cover the impact of organized crime, history of organized crime, relationship to the social structure, symptoms of organized crime (i.e., corruption, dysfunctional behavior, violence), attempts to control organized crime, and the role of the legal system. In addition, vice and trade in narcotics will be discussed. Modern organized crime groups both national and international will be highlighted. Exposure to sociological theory and concepts from criminal justice will be integrated into the course. (CSU)

AJ 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment: Prior arrangement with instructor. Three laboratory hours weekly per unit.)

This course is designed to provide (at irregular intervals) advanced training and investigation in-depth of topics suggested and required by P.O.S.T. Individual topics will be in lecture format and run from 8 to 80 hours, in one day to ten week periods. Examples of possible topics: Advanced Officer, Advanced Traffic Investigation, Narcotics, Auto Theft, Explosives and Explosive Devices, Fingerprints, Police Photography, and Domestic Violence. This course may be taken more than once for credit, provided the same topic is not repeated. (CSU w/limit)

AMERICAN SIGN LANGUAGE

American Sign Language courses are designed to meet the needs of the deaf community of Marin County. American Sign Language is a full natural language at the core of 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 039: Selected Topics (Nondegree Applicable)**

(0.5 - 6.0 Units)

ASL 101: Elementary Sign Language I

(5.0 Units) (No prerequisite. Four lecture and three laboratory hours weekly.)

This is an introductory course that emphasizes visual readiness skills for recognition and expression of appropriate facial 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 will be introduced and studied. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 6: UC Language other than English

ASL 102: Elementary Sign Language II

(5.0 Units) (Prerequisite: American Sign Language 101. Four lecture and three laboratory hours weekly.)

This course is a continuation of ASL 101; exchanging information, identifying others, making requests, giving reasons, options, simple directions, and asking for clarification. Discussions revolve around classes, the campus, home, work and transportation, physical descriptions of people and objects, general conversation skills, visual perception and specific specialization skills, and the continuation of the cultural study of the deaf community. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B or 6: UC Language other than English

ASL 110: History and Culture of Deaf People in America

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course identifies basic anthropological approaches toward the examination and study of minority groups in general, with specific emphasis on American Deaf culture as a minority group. There will be an introductory comparison of the structures of visual and spoken languages and a presentation of the normative system of laws in America that has developed for deaf Americans. (CSU) AA/AS Areas C and G, CSU Areas C-2 or D-1

ASL 139: Selected Topics

(0.5 - 6.0 Units)

ASL 203: Intermediate Sign Language III

(5.0 Units) (Prerequisite: American Sign Language 102. Four lecture and three laboratory hours weekly.)

This course is a continuation of American Sign Language 101 and 102, expands on the conversational and grammar functions, and delves more deeply into Deaf Culture. Skills to be learned include locating things, asking for solutions to everyday problems, telling about life events and personal background, making suggestions and requests, and asking permission. Students will learn how to engage in more sustained communication in American Sign Language, sometimes on philosophical and cultural topics. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B or 6A: UC Language other than English

ASL 204: Intermediate Sign Language IV

(4.0 Units) (Prerequisite: American Sign Language 203. Four lecture hours weekly.)

This course strives for a higher level of conversation and narration skills. Topics include describing problems at home, work and school, expressing opinions and feelings and argumentation; i.e., how to disagree with someone and potentially change that person's mind. (CSU/UC) AA/AS Area C, IGETC Area 6: UC Language other than English

ASL 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment: Prior arrangement with instructor. Three laboratory hours weekly per unit.)

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; crosscultural 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

Archaeologist, Consultant, Criminologist, Cultural Anthropologist, Ethnologist, Forensic Scientist, Genetic Counselor, Governmental Consultant, Industrial Consultant, International Business, Journalist, Linguist, Marketing Specialist, Museum Curator, Park Naturalist/Ranger, Peace Corps/Vista Worker, Physical Anthropologist, Prehistorian, Primatologist, Public Health Worker, Researcher, Scientific Illustrator, Social Worker, Teacher, Technical Writer, Tour Organizer, United Nations Advisor, Zoo Curator, Zoologist

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.

Anthropology Courses (ANTH)

ANTH 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

ANTH 101: Introduction to Physical/Biological Anthropology

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course is the study of evolutionary theory as a unifying theory that encompasses human variation and human evolution. The course covers modern evolutionary theory and its history, genetics, and the human genome. Students will learn about primates, including behavior, anatomy, and features of the skeletal system. Instructors will cover selected topics in forensic analysis, archaeological theory and methodology, scientific method, and an overview of the most significant fossil sites that relate to human evolution. The field is changing on a daily basis, with new information being uncovered pertaining to our distant past and the progress being made in the study of the human genome. Primates in many areas of the world are under threat from human populations and efforts to establish protected areas are meeting with mixed success. The department has an extensive collection of fossil casts that allows students the opportunity to actually see them in person rather than relying solely on 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) (Prerequisite: Anthropology 101 or concurrent enrollment. Three laboratory hours weekly.)

Laboratory and related exercises selected from the fields of: genetics, the human genome, human variability, medical genetics, nonhuman primates, human dental and skeletal anatomy, forensics, primate behavior, reconstruction, fossil hominids, the scientific method including probability and research design. The nature of the course requires students to solve problems, to observe, to take a hands-on approach to the subject matter. This course is supplemental to Anthropology 101. It is designed to cover in greater detail areas which are taught in Physical/Biological Anthropology and which require the active participation of students in learning how to accomplish specific tasks related to the above areas. Field trips may be included. (CSU/UC) AA/AS Area A, CSU Area B-3, IGETC Area 5B

ANTH 102: Introduction to Cultural Anthropology

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

Cultural anthropology is the study of human behavior from a cross cultural perspective. An emphasis will be placed 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. The use of films, slides, and videotapes allows students to become acquainted with cultures and lifestyles that are distinct from contemporary Western society. A goal of the course is to create a greater degree of cross cultural awareness by attempting to promote an understanding of and appreciation for the richness and diversity of human culture. Can also be offered in a distance learning format. (CSU/UC) AA/AS Area B, CSU Area D-1, IGETC Area 4

ANTH 103: Globalization and Peoples and Cultures of the World

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course is designed to explore what is happening to cultural groups from diverse regions around the world. The focus will be on cultural change, impact of technology, external and regional pressures and how they impact local groups. The role of women, children, ethnic/racial/religious violence, and class conflict will be examined. Poverty, child/female trafficking, slavery, child soldiers, disease, forced migration, famine and genocide will be covered. The use of police, military, torture and death squads are common in many of these areas. The roles of the World Bank, World Trade Organization, multi-national corporations, and local and regional elites will be presented as they relate to the lives of specific ethnic groups. Theory from ethnology and ethnography will be used as a basis for analysis. (CSU/UC) AA/AS Area B, CSU Area D-1, IGETC Area 4

ANTH 110: Introduction to Archaeology and Prehistory

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

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 4

ANTH 139: Selected Topics

(0.5 - 6.0 Units)

ANTH 204: Native American Cultures

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This survey course of Native Americans will examine early examples of the inhabitation of the western hemisphere. In addition, the historical record will be used to illustrate contact between indigenous peoples and the outside world and the results of that contact. The present conditions of native peoples in the hemisphere will be illustrated. Traditional cultural systems, social organization, religious beliefs, art, and economy will be discussed for selected cultural groups. Contemporary issues of land rights, tribal independence, natural resource rights, and social problems will be examined. (CSU/UC) AA/AS Areas B & G, CSU Area D-1, IGETC Area 4

ANTH 205: Field Anthropology

(1.5 Units) (No prerequisite. One-half lecture and three laboratory hours weekly, or variable schedule dependent on specific field trip focus.)

Lectures about and field trips to specific locations within the Bay Area, California, out of state, and foreign countries, the cultural and geographical focus to be determined by each instructor. In the past, museums, archeological sites, and cultural settings and events have been the focus of the course. The Bay Area has numerous subcultures with events scheduled year round, along with museums and settings that lend themselves to field trips and observations. Subculture folk festivals, folk arts, and ethnomusicology are examples of places that would be suitable for a course of this nature. Archeological sites and prehistoric art along with Native American subcultures have been visited in prior years. (CSU)

ANTH 206: Archaeological Field and Laboratory Methods

(3.0 Units) (No prerequisite. Two lecture and three laboratory hours weekly.)

This course is designed to acquaint the student with archaeological field techniques, as well as the laboratory skills necessary for interpreting and preserving the excavated material. Students will perform experiments and exercises using the scientific method. When available, excavation will involve threatened (salvage) sites. Possible topics to be covered will include site survey, flintknapping, and lithic, faunal, shell, and ceramic analysis. May be taken four times for credit. (CSU)

ANTH 208: Magic, Folklore, and Healing*(3.0 Units) (No prerequisite. Three lecture hours weekly.)*

This course is a general survey of what anthropologists have learned about belief systems and folklore from a cross cultural perspective. It will ask: What do we know about the origins of belief systems? Why do people in most societies believe in unseen spirits and powers? How do people use supernatural or special powers to gain control over their own lives or the lives of others? What is the subdiscipline of folklore and how does it relate to the subject matter and to anthropology as a whole? The course will use examples drawn from a wide variety of cultural areas. (CSU/UC) CSU Area D-1, IGETC Area 4

ANTH 215: Native Americans of California*(3.0 Units) (No prerequisite. Three lecture hours weekly.)*

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

ANTH 249: Directed Study*(1-3 Units) (Please see Directed Study category. Limit to Enrollment: Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)***ARCHITECTURE**

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

Architect, Architectural Designer, Architectural Illustrator, Architectural Model Maker, Architectural Product Developer, Architectural Specification Writer, Construction Manager, Director/Administrator of Architectural Firm, Interior Architect, Landscape Designer, Professor of Architecture, Researcher, Structural Engineer, Theater Set Designer, Urban Planner.

Department Phone: (415) 485-9480**Transfer**

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

A.S. in Architecture

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

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

*Recommended for transfer students.

Architecture Courses (ARCH)

ARCH 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

ARCH 100: History of Architecture I

(3.0 Units) (No prerequisite. Three lecture hours weekly)

This class traces the development of architecture and cities throughout the world from the earliest permanent settlements at the end of the Ice Age to the 1100s C.E. Emphasis is on the evolution of architectural ideas and the connection between architecture and culture. Can also be offered in a distance learning format. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

ARCH 101: History of Architecture II

(3.0 Units) (No prerequisite. Three lecture hours weekly)

This class traces the development of architecture and cities throughout the world from the 1100s C.E. to the end of the nineteenth century. Emphasis is on the evolution of architectural ideas and the connection between architecture and culture. Can also be offered in a distance learning format. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

ARCH 102: History of Architecture III

(3.0 Units) (No prerequisite. Three lecture hours weekly)

This class traces the development of architecture and cities throughout the world during the twentieth century. Emphasis is on the evolution of architectural ideas and the connection between architecture and culture. Can also be offered in a distance learning format. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

ARCH 107: Cutting-Edge Architecture Field Trips

(3.0 Units) (No prerequisite. Seven field days, 48 hours lecture. Based on initial trip of one week per 48 hour lecture. Subsequent trips will vary.)

This course is for anyone interested in cutting-edge design, and particularly for architecture, interior, landscape and set design students working in this 21st century. We will visit inspiring examples of the latest in architectural design in various cities such as Los Angeles, Dallas and Berlin. We will also visit the seminal masterpieces that lead up to these works. By actually visiting these sites, students will gain crucial understandings of: 1. how architects approach a site, 2. how they satisfy programmatic requirements in inventive ways, 3. what forms they use and why, 4. how it feels to be in and moving through the created spaces, 5. what are the conceptual underpinnings of projects, and 6, how the totality of design works in such architect designed elements as furniture and landscape design. These intensive field trips will include lectures, visits to architectural sites, drawing, discussion, and personal exploration. (CSU)

ARCH 110: Beginning Architectural Design

(4.0 Units) (No prerequisite. Three lecture and three laboratory hours weekly.)

This design course explores fundamental principles and issues of architectural design through the use of abstract design projects. Students interested in architecture, interior design, landscape design, engineering, building construction, gallery or theatre design, sculpture and other fine arts create their own design solutions, moving from beginning sketches, through development, to final models. Students learn to develop architectural vocabulary and thinking in a group studio environment, and address formal, symbolic and contextual concepts of architecture. (CSU/UC)

ARCH 111: Intermediate Architectural Design

(4.0 Units) (Prerequisites: Architecture 110 and 120. Three lecture and three laboratory hours weekly.)

This design course explores local urban and rural architectural design projects through the use of lectures, design projects, site visits, individual and group critiques, model building and drawings. Human needs, social factors, public/private issues, contexture, historic precedent, and aesthetic perception will be emphasized. Students will learn about design methodology, site and program analysis and presentation techniques. Students further address formal, symbolic and contextual issues of architecture. (CSU)

ARCH 120: Beginning Architectural Drafting

(4.0 Units) (No prerequisite. Three lecture and three laboratory hours weekly.)

This course will introduce students interested in interior design, architecture, engineering, building construction, landscape architecture, and other design related fields to the fundamentals of architectural and freehand drawing. Students will learn hard line drafting skills and architectural conventions. They will learn the appropriate applications for the following architectural drawings: plan, section, elevation, paraline, and perspective. Emphasis will be placed on the importance of drawings in the communication between designers, clients and builders, and on the relationship between three dimensional form and its two dimensional representation on paper. (CSU)

ARCH 121: Intermediate Architectural Drafting

(4.0 Units) (Prerequisite: Architecture 120. Advisories: Architecture 110 and 130. May be taken concurrently. Three lecture and three laboratory hours weekly.)

A practical intermediate course in architectural drafting. Course involves applying basic drafting and lettering techniques, architectural projections, detail and working drawings, and the basic understanding of wood frame construction to the solution of a variety of practical architectural and construction problems. Portfolio of blueprints required at the end of the semester. (CSU)

ARCH 127: Architectural Rendering: Techniques of Presentation

(4.0 Units) (No prerequisite. Three lecture and three laboratory hours weekly.)

Students in this course learn how to make beautiful and convincing drawings and models of their designs for presentation to clients, design review boards, peers, publications and competitions, among other uses such as their own study needs. Students interested in architecture, interior design, landscape design, engineering, building construction, gallery and theater design and other fine arts will all enjoy and benefit from this course. Working from their own designs or from those of others, students will learn rendering techniques including the use of graphite, ink, watercolor, prismacolor and computer techniques. They will study how to make presentations specifically designed for the projects they are presenting, including where to take perspective views to best show off their projects, appropriate use of graphics, color, layout and scale, and what type of model to present if relevant. Students will learn how to work both individually and in teams, simulating the office environment. (CSU)

ARCH 130: Introduction to Architecture and Environmental Design

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

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

ARCH 131: New Architecture on Campus

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

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

ARCH 139: Selected Topics

(0.5 - 6.0 Units)

ARCH 140: 2-D Computer Graphics for Architecture

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

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

ARCH 141: 3-D Computer Graphics for Architecture

(4.0 Units) (Prerequisite: Arch 140. Three lecture and three laboratory hours weekly.)

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

ARCH 150A: Green/Sustainable Architecture

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

In this course, students will learn the fundamentals of green/sustainable architecture. Through lectures and discussion, the class will consider a wide range of sustainability issues including the history of environmental degradation and the rise of sustainability as a discipline. We will study energy conservation and generation, reuse and recycling, renewable materials, and a range of planning and transportation considerations in terms of their impact on the environment. A companion class, Architecture 150B, which may be taken concurrently, is a studio class designed to give students hands-on experience in green/sustainable design through a series of architectural design projects. (CSU)

ARCH 150B: Green/Sustainable Architecture

(1.0 Unit) (Prerequisite: Architecture 150A or concurrent enrollment. Three laboratory hours weekly.)

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

ARCH 220: Advanced Architectural Drafting

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

A practical advanced course in architectural drafting. Course involves the design of wood frame structures and development of working drawings. Portfolio of working drawings required at the end of the semester. May be taken four times for credit. (CSU)

ARCH 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment: Prior arrangement with instructor. Three laboratory hours weekly per unit.)

ART

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

Career Options

Animator, Art Appraiser, Art Critic/Writer, Art Director, Art Historian, Art Therapist, Arts Administrator, Arts and Crafts, Calligrapher, Cartoonist, Ceramist, Commercial Artist, Designer, Exhibition Designer, Fashion Apparel, Fashion Illustrator, Floral Designer, Furniture Designer, Graphic Designer, Industrial Color Consultant, Interior Designer/Decorator, Jeweler, Landscape Designer, Medical/Scientific Illustrator, Museum/Gallery Staff, Operator, Paste-Up Copy-Camera, Photographer, Print Maker, Printer, Product Designer, Sculptor, Sign Painter, Specialist, Stage Set Designer, Textile Designer, Typographer

Faculty

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

Department Phone: (415) 485-9480

Transfer

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

A.A. in Art

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

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

Requirements			Units
ART	112	2-D Art Fundamentals	4
ART	130	Drawing and Composition I	4
One art history course to be chosen 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	Contemporary Art	3
ART	106	History of Women Artists	3
ART	107	History of American Art	3
ART	108	Arts of the Americas	3
Or			
ETST	108	Arts of the Americas	3
Or			
HUM	108	Arts of the Americas	3
And 12 additional units in art 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 I	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 Ceramics	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

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 twodimensional or threedimensional) that is most compatible with their occupational goals.

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

Requirements			Units
ARCH	120	Beginning Architectural Drafting	4
ART	103	History of Modern Art	3
Or			
ART	105	Contemporary Art	3
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
BUS	101	Introduction to Business	3

In addition, applied design majors with an emphasis in twodimensional 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

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

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

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

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

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

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

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

Requirements			Units
Freshman Year - First Semester			
ART	112	2-D Art Fundamentals	4
ART	114	Interior Design I	4
ART	130	Drawing and Composition I	4
Freshman Year - Second Semester			
ARCH	120	Beginning Architecture Drafting I	4

ART	102	History of European Art	3
ART	115	Interior Design II (Fall only)	4

Sophomore Year - First Semester

ARCH	110	Beginning Architectural Design	4
ART	214	Interior Design III (Spring only)	4
BUS	121	New Venture Creation	3

Sophomore Year - Second Semester

ART	103	History of Modern Art	3
ARCH	140	2-D Computer Graphics for Architecture	4
ART	148	Color Theory	4

In addition:

One art studio course other than those required for the major			4
---	--	--	---

Art Courses (ART)

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

ART 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

ART 101: History of Ancient Art

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This class is a survey of ancient art and visual culture, including: Prehistoric, Near Eastern, Egyptian, Aegean, Greek, Etruscan, Roman, Early Christian, and Byzantine. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

ART 102: History of European Art

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This class surveys the visual creations of a variety of European cultures from 1100 to the mid-nineteenth century. Emphasis will be placed on enhancing the student's ability to observe and describe visual works, and to understand them in their social and historical context. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

ART 103: History of Modern Art

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This class is a survey of art and visual culture from the mid-nineteenth century to the present. (For focus on recent art, see ART 105.) Emphasis will be placed on enhancing the student's ability to observe and describe visual works, and to understand them in their social and historical context. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

ART 104: History of Asian Art

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course is a comparative study of art and visual culture in the Far East, including India, China, Japan, Korea, and Southeast Asia. Visual expression will be considered in relation to its social and religious contexts. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

ART 105: Contemporary Art

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course covers art since 1945, focusing on art of the last 30 years. Emphasis is on new concepts and techniques by a diverse selection of artists. The visual and social issues raised by contemporary art will be considered. There will be several field trips to art galleries or other points of interest. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

ART 106: History of Women Artists

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This class introduces visual work by women of diverse ethnic and class backgrounds. A variety of media will be covered, from past art history as well as from contemporary art. Students will become aware of the social circumstances in which the work was produced. The course will include field trips. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

ART 107: History of American Art

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This class surveys American art and visual culture, including work by a diverse selection of artists. Material in several media will be presented through slides, discussion, and field trips. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

ART 108: Arts of the Americas

(3.0 Units) (No prerequisite. Can be taken for credit as Art 108, Ethnic Studies 108, or Humanities 108, but credit will be awarded for only one course. Three lecture hours weekly.)

A survey of the arts and architecture of the Americas-- North, Central, Caribbean, and South-- focusing on a selection of works from the major Pre Columbian, Spanish Colonial, and modern cultures. Art of the United States will focus on works from the culturally diverse peoples of the Bay Area. (CSU/UC) AA/AS Area C & G, CSU Area C-1, IGETC Area 3A

ART 109: Gallery Seminar in Art

(2.0 Units) (No prerequisite. One lecture and three laboratory hours weekly.)

Seminar in art history based on art available in museums, galleries, and collections. This course may be conducted at any site where original art objects are available for study and discussion. It includes assigned reading, lectures, and discussion trips to study art. Seminar discussion and presentations follow field trips. Content and areas of concentration may vary depending on locations and availability of art. (CSU)

ART 112: 2-D Art Fundamentals

(4.0 Units) (No prerequisite. Three lecture and three laboratory hours weekly.)

An introductory level studio course that encourages students to express themselves by using and understanding the elements of 2-D art: line, shape, texture, value, color, perspective, and space. Principles of composition such as balance, repetition, variation, and proportion will be explored using a wide variety of media that may include: ink, pencil, charcoal, painting, collage,

printmaking, papier-mache, and found material mixed media. This course is required for art majors and highly recommended for all art students. (CSU/UC) CSU Area C-1

ART 113: 3-D Art Fundamentals

(4.0 Units) (No prerequisite. Three lecture and three laboratory hours weekly.)

An introductory level studio course that encourages students to express themselves by using and understanding the elements of 3-D art: line, plane, volume, mass, surface treatment, light and shadow. Principles of composition such as balance, repetition, variation, and proportion will be explored using a wide variety of materials that may include wire, cardboard, plaster, clay, papier-mache, and mixed media. This course is required for art majors and highly recommended for all art students. (CSU/UC) CSU Area C-1

ART 114: Interior Design I

(4.0 Units) (No prerequisite. Three lecture and three laboratory hours weekly.)

An introductory course in the theory and practice of interior design to acquaint the student with contemporary design, architecture, and furniture; color theory and application; basic residential construction methods and materials; surface treatment (walls, floors, windows, etc.); the use of drafting tools and methods; and learning to draw simple plans. Classes may include field trips and guest lecturers that relate to various aspects of interior design. May be taken three times for credit. (CSU) CSU Area C-1

ART 115: Interior Design II

(4.0 Units) (No prerequisite. Three lecture and three laboratory hours weekly.)

Covers period design and decorations from the styles of antiquity through the Victorian era. Extensive reading is required to cover the historic evolution of interior design in the Western world. A number of tests, as well as oral, visual, and written projects, are given. This course may also include field trips that relate to history and interior design. May be taken three times for credit. (CSU)

ART 116: Jewelry Design I

(4.0 Units) (No prerequisite. Three lecture and three laboratory hours weekly.)

Design and creation of jewelry utilizing basic construction and casting techniques. Emphasis is on basic skill development. May be taken four times for credit. (CSU) CSU Area C-1

ART 117: Jewelry Design II

(4.0 Units) (Prerequisite: Art 116. Three lecture and three laboratory hours weekly.)

Advanced design and creation of jewelry. Emphasis is on perfecting skills. Projects include techniques that may include hinges and connections, advanced casting, die forming, and RT stamping. May be taken four times for credit. (CSU)

ART 118: Art Gallery Design and Management I

(4.0 Units) (No prerequisite. Three lecture and three laboratory hours weekly.)

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

ART 119: Art Gallery Design and Management II

(4.0 Units) (Prerequisite: Art 118. Three lecture and three laboratory hours weekly.)

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

ART 128: Art Field Trips

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

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

ART 129: Materials and Techniques

(4.0 Units) (Prerequisite: Art 140. Three lecture and three laboratory hours weekly.)

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

ART 130: Drawing and Composition I

(4.0 Units) (No prerequisite. Three lecture and three laboratory hours weekly.)

Exercises in line, light and shade, texture, and perspective rendering of objects in space; development of good composition by means of balance, repetition and variation, focal point, economy, etc. A variety of graphic materials (pencil, charcoal, pen and ink, washes, color, etc.) will be used for both realistic and experimental drawings. Lectures, demonstrations, critiques, and

supervision of works in progress. A sketchbook and/or portfolio of work done in and out of class may be required. Required of all art majors. (CSU/UC) CSU Area C-1

ART 131: Drawing and Composition II

(4.0 Units) (Prerequisite: Art 130. Three lecture and three laboratory hours weekly.)

Prerequisite of Art 130 assumes the student is competent in the use of line, value, texture, composition, and perspective to deal with: (1) complexity of subject matter; (2) diversity of materials; (3) experimental media like collage and painting; (4) color (pastels, pencil, watercolor, etc.); and (5) independent projects agreed upon contractually between student and instructor. (CSU/UC)

ART 134: Life Drawing I

(4.0 Units) (Prerequisite: Art 130. Three lecture and three laboratory hours weekly.)

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

ART 135: Life Drawing II

(4.0 Units) (Prerequisite: Art 134. Three lecture and three laboratory hours weekly.)

This course is designed to provide the student with a basic understanding of proportion, structure, and superficial anatomy of the human figure, combined with further study of appropriate media and drawing techniques. Required of art majors. May be taken four times for credit. (CSU/UC)

ART 138: Advanced Critique

(1.0 Unit) (No prerequisite. One lecture hour weekly.)

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

ART 139: Selected Topics

(0.5 - 6.0 Units)

ART 140: Painting I

(4.0 Units) (Prerequisite: Art 112 or 130. Three lecture and three laboratory hours weekly.)

It is especially important that students new to painting learn the process of making paintings-- to go through the steps one by one, methodically covering the basics of selecting significant shapes, balancing composition, mixing paints, perfecting techniques, and developing skills. Four paintings are required of ALL

beginning students. Attendance for both instructional (lecture, discussion, demonstration, "critique" sessions) and studio work is essential. Oil, acrylic, and mixed media. (CSU/UC) CSU Area C-1

ART 141: Painting II

(4.0 Units) (Prerequisite: Art 140. Three lecture and three laboratory hours weekly.)

The more advanced the student, the more a strong individual approach is encouraged. Because of the varied abilities and experience found at this level, the semester assignments will be self-imposed but reviewed by the instructor on the basis of scope, technical improvement, and development of concept. Attendance is essential for instructional, studio, and "critique" sessions. Oil, acrylic, and mixed media. (CSU/UC)

ART 144: Watercolor I

(4.0 Units) (No prerequisite. Three lecture and three laboratory hours weekly.)

A course designed to acquaint the beginner with the materials, techniques, and experience of painting with watercolor. Frequent "critique" sessions, lectures, and demonstrations will examine paper selection and reaction to the medium, the tendency of watercolor to flow, and its qualities of transparency and evaporation. The aim is to thoroughly familiarize the student with the distinctive qualities of watercolor. (CSU/UC) CSU Area C-1

ART 145: Watercolor II

(4.0 Units) (Prerequisite: Art 144. Three lecture and three laboratory hours weekly.)

To some extent Watercolor II is a continuation of Watercolor I but with emphasis on personal development and expression. Students are encouraged to develop a visual vocabulary and way of using the watercolor medium to express their own ideas and way of seeing things. (CSU/UC)

ART 146: Life Painting I

(4.0 Units) (Prerequisite: Art 140 and either Art 112 or Art 130. Three lecture and three laboratory hours weekly.)

This class offers instruction in painting the human figure. Individualized instruction will allow for emphasis to be placed on either portraiture or painting the entire figure. Concepts of color, design, and style will be included. (CSU/UC) CSU Area C-1

ART 147: Life Painting II

(4.0 Units) (Prerequisite: Art 146. Three lecture and three laboratory hours weekly.)

This class offers instruction in painting the human figure. Individualized instruction will allow for emphasis to be placed on either portraiture or painting the entire figure. Concepts of color, design, and style will be included. (CSU/UC)

ART 148: Color Theory

(4.0 Units) (No prerequisite. Three lecture and three laboratory hours weekly.)

General theory of color covering the objective and subjective aspects. Includes color notations, terminology, visual phenomena, effects of light, symbolism, and psychology of color. (CSU/UC) CSU Area C-1

ART 152: Printmaking I

(4.0 Units) (Prerequisite: Art 130. Three lecture and three laboratory hours weekly.)

An introductory course in the basic concepts and techniques of printmaking. Instruction and studio work include intaglio (etching, drypoint, and engraving), relief (woodcut and linocut) collagraph and monotype methods. Emphasis is on the fine arts approach to printmaking although the relationship of these processes to the graphic arts will be explored. Formal and individual critiques on work. May be taken four times for credit. (CSU/UC) CSU Area C-1

ART 153: Printmaking II

(4.0 Units) (Prerequisite: Art 152. Three lecture and three laboratory hours weekly.)

An introductory course in the basic concepts and techniques of printmaking. Instruction and studio work include intaglio (etching, drypoint, and engraving), relief (woodcut and linocut) collagraph and monotype methods. Emphasis is on the fine arts approach to printmaking although the relationship of these processes to the graphic arts will be explored. Formal and individual critiques on work. May be taken four times for credit. (CSU/UC)

ART 154: Surface Design on Fabric

(4.0 Units) (No prerequisite. Three lecture and three laboratory hours weekly.)

This course explores the vast possibilities for dyeing and printing cloth to achieve richly patterned surfaces for apparel, interiors, theater, performance or artistic/conceptual intentions. A variety of fabric manipulations and coloring methods are investigated to develop design composition, repeat patterning, and personally expressive imagery for two- and three-dimensional fabric applications. Techniques include immersion-dyeing, shibori, color removal, painting, paste resist, block printing, burn-out, ink-jet and screen printing. Historical and contemporary examples are examined for technical information, inspiration and personal interpretation. Studio work will be enhanced through slide presentations, field trips, guest artists, individual consultations and group critiques. May be taken four times for credit. (CSU)

ART 165: Fiber Sculpture I

(4.0 Units) (No prerequisite. Three lecture and three laboratory hours weekly.)

Construction processes involved with interworking of flexible elements by such techniques as layering, bonding, plaiting, stitching, and weaving, in a scale that may range from personal object to installation. May be taken four times for credit. (CSU) CSU Area C-1

ART 166: Fiber Sculpture II

(4.0 Units) (No prerequisite. Advisory: Art 165. Three lecture and three laboratory hours weekly.)

Open to students from all art disciplines including textiles, who seek to integrate construction with sculpture, painting, and crafts, etc. An exploration of flexible, fragile, or fibrous materials such as cloth, paper, plastic, reed, wire, and threads. May be taken four times for credit. (CSU)

ART 170: Ceramics I

(4.0 Units) (No prerequisite. Three lecture and three laboratory hours weekly.)

A basic general ceramics course for those who want to survey various techniques of wheel throwing and hand building methods, and to become familiar with ceramic glaze materials and kiln firing. It is expected that students will develop an awareness of ceramic design and explore individual solutions to specific technical and conceptual assignments. (CSU/UC) CSU Area C-1

ART 171: Ceramics II

(4.0 Units) (Prerequisite: Art 170. Advisory: Art 112 or concurrent enrollment. Three lecture and three laboratory hours weekly.)

A second semester beginning ceramics course for those who wish to continue developing the basic techniques of wheel throwing and slab building methods with an emphasis on increasingly advanced projects. Direct participation in glaze preparation and kiln firing. It is expected that students will produce work reflecting an intermediate understanding of ceramic design and explore individual project resolutions through drawings and group discussion. Art 171 is a continuation of Art 170. (CSU/UC)

ART 175: Primitive Ceramics

(4.0 Units) (No prerequisite. Three lecture and three laboratory hours weekly.)

A working, historical overview of forming and firing methods that have been the basis of the African, Asian, American Indian, and Pre-Columbian cultures. Locating clay deposits, preparation of clay and colors, forming and burnishing techniques, pit firing, and Raku. May be taken four times for credit. (CSU/UC)

ART 176: Pottery on the Wheel

(4.0 Units) (No prerequisite. Advisories: Art 112 or 113; and 130. Three lecture and three laboratory hours weekly.)

This course will concentrate on the use of the 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, tea-pots and plates will be demonstrated as well as handle making. Students will be required to use basic design and drawing skills in the development of their assignments. Emphasis will be on refinement of technique rather than quantity. Covers stoneware glaze development, kiln loading, stoneware and soda firing. Development of post wheel-thrown projects will be demonstrated and encouraged. May be taken four times for credit. (CSU/UC)

ART 177: Hand Built Ceramics

(4.0 Units) (No prerequisite. Advisories: Art 112 or 113; and 130. Three lecture and three laboratory hours weekly.)

This course will concentrate on the use of handbuilding in the creation of functional ceramic ware and sculptural objects. Techniques of handbuilding cups, bowls, vases, pitchers, lidded forms, teapots and plates will be demonstrated as well as handle making and methods of embellishment. Students will be required to use basic design and drawing skills in the development of their assignments. Emphasis will be on exploration and creative refinement of technique. Covers basic clay bodies, glaze development, kiln loading, stoneware and soda firing. May be taken four times for credit. (CSU/UC)

ART 180: Sculpture I

(4.0 Units) (No prerequisite. Three lecture and three laboratory hours weekly.)

Study of form structure and its concept in relationship to self-expression. Survey of the history of sculpture as well as contemporary movements. Instruction in basic techniques of stone and woodcarving, modeling, moldmaking, welding, and bronze casting. (CSU/UC) CSU Area C-1

ART 181: Sculpture II

(4.0 Units) (No prerequisite. Three lecture and three laboratory hours weekly.)

Further exploration into materials and techniques. Welding, moldmaking, bronze casting, steel fabrication, current and historical perspectives in sculpture, and visiting lecturers. Emphasis on producing art works and the experience of the artist. (CSU/UC)

ART 185: Life Sculpture I

(4.0 Units) (No prerequisite. Three lecture and three laboratory hours weekly.)

In this class, both a classical and contemporary approach to figure sculpture will be studied. Working from live models, students will 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 will be studied in slide lectures and readings. (CSU/UC) CSU Area C-1

ART 186: Life Sculpture II

(4.0 Units) (Prerequisite: Art 185. Three lecture and three laboratory hours weekly.)

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

ART 190: Black and White Photography I

(4.0 Units) (No prerequisite. Three lecture and three laboratory hours weekly.)

This course is designed to meet the needs of art and photography majors and those who would like 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. A 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) (Prerequisite: Art 190. Six laboratory hours weekly.)

This darkroom-based course is designed to meet the needs of art students, photography majors and others who qualify for an intermediate semester of black and white photography. There is an emphasis on balancing technical skill with development of concept and artistic expression. Some historical and contemporary photographers will be 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. Shooting assignments outside of class time are required. (CSU/UC)

ART 192: Black and White Photography III

(4.0 Units) (Prerequisite: Art 190. Six laboratory hours weekly.)

This darkroom-based course emphasizes the development of concept including individual artistic expression. Continued development of individual strengths and future projects will be introduced through assignments. Basic adjustable 35mm (film) camera and lens are required. (CSU/UC)

ART 193: Beginning Digital Photography

(4.0 Units) (No prerequisite. Six laboratory hours weekly.)

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)

ART 194: Intermediate Digital Photography

(4.0 Units) (Prerequisite: Art 193. Six laboratory hours weekly.)

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)

ART 200: Portfolio Development

(3.0 Units) (No prerequisite. Can be taken for credit as Art 200 or Multimedia Studies 200, but credit will be awarded for only one course. Three lecture hours weekly.)

Through lecture, research and critiques, students will develop a professional portfolio that reflects their interests, skills and

career goals. This course is for students 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

(1.5 Units) (Prerequisite: 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 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) (Prerequisites: Architecture 120, Art 114 and 115. Advisories: Art 112 and 130. Three lecture and three laboratory hours weekly.)

Emphasis in this advanced class is placed on residential interior design. Students will work with clients toward creative design solutions, project development and communication, and presentation skills. Space planning, furnishings/equipment selection and arrangement, color and materials selection are covered as aspects of the residential interior design process. Portfolios and project notebooks will include floor plans, furnishings/equipment plans, elevations, parallel 45-45 oblique drawings, electrical plans, materials/finish schedules, furnishings/equipment specifications, budgets and concept/sample boards. Fall only. May be taken three times for credit. (CSU)

ART 216: Jewelry Design III

(4.0 Units) (Prerequisite: Art 117. Three lecture and three laboratory hours weekly.)

Advanced design and creation of jewelry. Areas explored include techniques such as tool making, advanced hollow forming techniques, including functional, conceptual, and aesthetic aspects of designing. May be taken four times for credit. (CSU)

ART 217: Jewelry Design IV

(4.0 Units) (Prerequisite: Art 216. Three lecture and three laboratory hours weekly.)

Advanced design and creation of jewelry. Emphasis is on stone setting, rendering, and individual projects incorporating advanced construction skills. May be taken four times for credit. (CSU)

ART 218: Art Gallery Design and Management III

(4.0 Units) (Prerequisite: Art 119. Three lecture and three laboratory hours weekly.)

Advanced course to allow students to apply practical application of techniques, materials, aims, and principles covered in the first two semesters. Students to plan and assume responsibilities for various phases of proposed exhibits to be installed in the Kentfield Campus Fine Arts Gallery. (CSU)

ART 219: Art Gallery Design and Management IV

(4.0 Units) (Prerequisite: Art 218. Three lecture and three laboratory hours weekly.)

Advanced course to allow students to apply practical application of techniques, materials, aims, and principles covered in the first three semesters. Students will take greater responsibility for all phases of one specific exhibit to be exhibited at the Kentfield Campus Fine Arts Gallery. May be taken four times for credit. (CSU)

ART 234: Life Drawing III

(4.0 Units) (Prerequisite: Art 135. Three lecture and three laboratory hours weekly.)

Lectures, demonstrations, and supervision of work in progress. Drawing from undraped models. Classwork stresses the expressive qualities of the figure, and drawing accurately and sensitively with a variety of media. A sketchbook of work done outside of class is required. May be taken four times for credit. (CSU/UC)

ART 235: Life Drawing IV

(4.0 Units) (Prerequisite: Art 234. Three lecture and three laboratory hours weekly.)

Lectures, demonstrations, and supervision of work in progress. Drawing from undraped models. Classwork stresses the expressive qualities of the figure, and drawing accurately and sensitively with a variety of media. A sketchbook of work done outside of class is required. May be taken four times for credit. (CSU/UC)

ART 240: Painting III

(4.0 Units) (Prerequisite: Art 141. Three lecture and three laboratory hours weekly.)

The more advanced the student, the more a strong individual approach is encouraged. Because of the varied abilities and experience found at this level, the semester assignments will be self-imposed but reviewed by the instructor on the basis of scope, technical improvement, and development of concepts. Attendance is essential for instructional, studio, and "critique" sessions. Oil, acrylic, and mixed media. (CSU/UC)

ART 241: Painting IV

(4.0 Units) (Prerequisite: Art 240. Three lecture and three laboratory hours weekly.)

The more advanced the student, the more a strong individual approach is encouraged. Because of the varied abilities and experience found at this level, the semester assignments will be self-imposed but reviewed by the instructor on the basis of scope, technical improvement, and development of concepts. Attendance is essential for instructional, studio, and "critique" sessions. Oil, acrylic, and mixed media. May be taken four times for credit. (CSU/UC)

ART 242: Advanced Painting

(4.0 Units) (No prerequisite. Advisory: Art 241. Three lecture and three laboratory hours weekly.)

This course is designed to broaden the base of opportunity for students to develop and expand their personal artistic direc-

tion. Technical and formal instruction will be combined with conceptual and philosophical discussions and critiques to assist and encourage students to better understand visual expression in the context of current culture. Students will be required to visit several galleries and museums in the San Francisco Bay Area and to read current fine arts periodicals and journals as well as local art criticism (e.g. San Francisco Chronicle, Examiner, etc.). In collaboration with the instructor, students will formulate their own direction and be responsible for defining their own studio projects. Evaluation of student work and progress will be ongoing through regular studio contact and through group and individual critique. May be taken four times for credit. (CSU/UC)

ART 243: Painting in the Era of Post Modernism - Concepts and Techniques

(4.0 Units) (Prerequisite: Art 241. Three lecture and three laboratory hours weekly.)

This advanced studio painting course will explore contemporary concepts, materials, and techniques associated with Post Modernism. Appropriation, pop culture and imagery, new collage/assemblage and creative re-use of images, objects, and previously established art styles will be explored in the context of painting. Students will be required to produce a body of work for final critique. May be taken four times for credit. (CSU/UC)

ART 244: Watercolor III

(4.0 Units) (Prerequisite: Art 145. Three lecture and three laboratory hours weekly.)

Lectures, demonstration, and works in progress based on extending students' abilities toward advanced experimentations in the watercolor media. Extension of palette and techniques on a larger scale and with a greater variety. (CSU/UC)

ART 245: Watercolor IV

(4.0 Units) (Prerequisite: Art 244. Three lecture and three laboratory hours weekly.)

Lectures, demonstration, and works in progress based on extending students' abilities toward advanced experimentations in the watercolor media. Extension of palette and techniques on a larger scale and with a greater variety. May be taken four times for credit. (CSU/UC)

ART 246: Life Painting III

(4.0 Units) (Prerequisite: Art 147. Three lecture and three laboratory hours weekly.)

This class offers advanced instruction in painting the human figure. Individualized instruction will allow for emphasis to be placed on either portraiture or painting the entire figure. Concepts of color, design, and style will be included for the advanced student. Experimentation in new techniques and materials will be encouraged. (CSU/UC)

ART 247: Life Painting IV

(4.0 Units) (Prerequisite: Art 246. Three lecture and three laboratory hours weekly.)

This class offers advanced instruction in painting the human figure. Individualized instruction will allow for emphasis to be placed on either portraiture or painting the entire figure. Concepts of color, design, and style will be included for the advanced student. Experimentation in new techniques and materials will be encouraged. May be taken four times for credit. (CSU/UC)

ART 249: Directed Study in Art

(1-3 units) (Please see Directed Study category. Limit to Enrollment: For advanced art students. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.)

This course is for advanced study only with instructor and department chair's approval prior to enrollment in class, plus the filing of the Application for Directed Study form. A project may extend through a second semester with prior approval of the instructor. This course may be taken more than once for credit. (CSU w/limit)

ART 252: Printmaking III

(4.0 Units) (Prerequisite: Art 153. Three lecture and three laboratory hours weekly.)

An in-depth continuation of Art 152-153 including planographic (lithography), photo etching, thermafax screens, advanced monotype/monoprinting and other experimental processes. Emphasis on personal expression and professional presentation of work. May be taken four times for credit. (CSU)

ART 253: Printmaking IV

(4.0 Units) (Prerequisite: Art 252. Three lecture and three laboratory hours weekly.)

An in-depth continuation of Art 152-153 including planographic (lithography), photo etching, thermafax screens, advanced monotype/monoprinting and other experimental processes. Emphasis on personal expression and professional presentation of work. May be taken four times for credit. (CSU)

ART 265: Fiber Sculpture III

(4.0 Units) (No prerequisite. Advisory: Art 166. Three lecture and three laboratory hours weekly.)

Experimental media in the textile construction field encourage ideas not bound by a vast history and lend themselves to fresh and spontaneous ways of working with surface and structure. Application of skills and personal direction to advanced level work. Emphasis on developing individual concepts and expression. May be taken four times for credit. (CSU)

ART 266: Fiber Sculpture IV

(4.0 Units) (No prerequisite. Advisory: Art 265. Three lecture and three laboratory hours weekly.)

Emphasis will be placed on the design process and development of a personal strategy for problem solving. Problems pertaining to perception, use of the imagination, and expanding imagery will be given in areas of construction technique as well

as dyeing and surface treatment. Students will be expected to have a body of finished work that demonstrates their explorations and conceptual approach at the end of this class. May be taken four times for credit. (CSU)

ART 270: Ceramics III

(4.0 Units) (Prerequisite: Art 171.)

Three lecture and three laboratory hours weekly.) Advanced and in-depth interpretation of the common class project with greater expectations of further technical and conceptual development. Mentoring of beginning students, lab assistance in glaze preparation, kiln loading and firing. Advanced proficiency with various types of clay bodies and glaze formulation, including stoneware, porcelain, and low fire techniques. Concentration on individual projects which illustrate more comprehensive aesthetic understanding. (CSU)

ART 271: Ceramics IV

(4.0 Units) (Prerequisite: Art 270. Three lecture and three laboratory hours weekly.)

Advanced and in-depth interpretation of the common class project with greater expectations of further technical and conceptual development. Mentoring of beginning students, lab assistance in glaze preparation, kiln loading and firing. Advanced proficiency with various types of clay bodies and glaze formulation, including stoneware, porcelain, and low fire techniques. Concentration on individual projects which illustrate more comprehensive aesthetic understanding. Art 271 is a continuation of Art 270. (CSU)

ART 275: Ceramic Sculpture

(4.0 Units) (Prerequisite: Art 171. Three lecture and three laboratory hours weekly.)

Advanced study of ceramics with a focus on the technical and aesthetic considerations of ceramics as a sculptural medium. It is intended for students already well grounded in forming techniques who would benefit from a more critical assessment of their work. This course includes group discussions that focus on career opportunities, resume development, professional organizations, and showing work in galleries. Development of individual style and refinement of technique will be encouraged. May be taken four times for credit. (CSU/UC)

ART 276: Advanced Wheel Thrown Ceramics

(4.0 Units) (Prerequisite: Art 171. Three lecture and three laboratory hours weekly.)

Advanced study of ceramics with a focus on the technical and aesthetic considerations of ceramics as a functional medium. Intended for students already well grounded in throwing and handbuilding forming techniques who would benefit from a more critical assessment of their work. May involve field trips to artists' studios, shows, and conferences. Group discussions focusing on career opportunities, resume development, professional organizations, and showings in galleries and art fairs. Development of individual style and refinement of technique will be encouraged. May be taken four times for credit. (CSU/UC)

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

(4.0 Units) (Prerequisite: Art 171 or two semesters of Art 177. Advisories: Art 112, 113, 130. Three lecture and three laboratory hours weekly.)

This course is intended for the intermediate and advanced ceramics student who is already well grounded in basic clay working skills and glazing methods. This is an opportunity to enlarge the scale of individual work as well as participate in the design, creation and installation of public art. Emphasis on appropriate handbuilding and mold-making techniques to familiarize the student with both freestanding and wall relief construction techniques with various clay types. Each project will require progressive technical ability and will be assigned according to the student's level of experience, areas of interest and skill level. Examples of historical and contemporary architectural and large scale ceramics will be explored through field trips, slide lectures and visits to regional sites. (CSU)

ART 278T: Large Scale Ceramics: Emphasis on the Use of Flat or Relief Tile and/or Murals

(4.0 Units) (Prerequisite: Art 171 or two semesters of Art 177. Advisories: Art 112, 113, 130. Three lecture and three laboratory hours weekly.)

This course is intended for the intermediate and advanced ceramics student who is already well grounded in basic clay working skills and glazing methods. This is an opportunity to enlarge the scale of individual work as well as participate in the design, creation and installation of public art. Emphasis on appropriate handbuilding and mold-making techniques to familiarize the student with both freestanding and wall relief construction techniques with various clay types. Each project will require progressive technical ability and will be assigned according to the student's level of experience, areas of interest and skill level. Examples of historical and contemporary architectural and large scale ceramics will be explored through field trips, slide lectures and visits to regional sites. (CSU)

ART 280: Sculpture III

(4.0 Units) (No prerequisite. Three lecture and three laboratory hours weekly.)

Advanced participation in three-dimensional materials and techniques. Casting bronze, iron and stainless steel; sheet metal fabrication; arc, heli-arc, and torch welding techniques; ceramic shell casting; and wood construction. Intended to encourage self-evaluation as it relates to continued expression as an artist. (CSU)

ART 281: Sculpture IV

(4.0 Units) (No prerequisite. Three lecture and three laboratory hours weekly.)

Advanced participation in three-dimensional materials and techniques. Casting bronze, iron and stainless steel; sheet metal fabrication; arc, heli-arc, and torch welding techniques; ceramic

shell casting; and wood construction. Intended to encourage self-evaluation as it relates to continued expression as an artist. May be taken twice for credit. (CSU)

ART 285: Life Sculpture III

(4.0 Units) (Prerequisite: Art 186. Three lecture and three laboratory hours weekly.)

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

ART 286: Life Sculpture IV

(4.0 Units) (Prerequisite: Art 285. Three lecture and three laboratory hours weekly.)

This is a continuation of Life Sculpture III. Continued exploration of development and technique with emphasis on individual investigation of content. Students have an opportunity to move toward abstraction to explore basic concepts of modern sculpture. Art 286 may be taken twice for credit. (CSU/UC)

ART 290: Black and White Photography IV

(4.0 Units) (Prerequisite: Art 190. Six laboratory hours weekly.)

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 (film) adjustable camera and lens are required. (CSU/UC)

ASTRONOMY

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

Career Options

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

Faculty

Vacant

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 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

ASTR 101: Introduction to Astronomy

(3.0 Units) (No prerequisite. Two lecture and one discussion hour weekly.)

This course is a non-mathematical description of the universe designed especially for the nonscience student. Topics include the sky and its apparent motion, the law of gravity, the nature of light, the solar system, stars and stellar evolution, galaxies and cosmology, and life in the universe. Can also be offered in a distance learning format. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC 5A

ASTR 105: Cosmic Evolution

(3.0 Units) (No prerequisite. Can be taken for credit as Astronomy 105, Biology 105, or Geology 105, but credit will be awarded for only one course. Three lecture hours weekly.)

This is an interdisciplinary course that explores the origins and evolution of the cosmos from the Big Bang and the formation of the universe and Earth, to the development of life. Students will explore basic concepts and principles that bind all scientific disciplines, and the nature of science and scientific inquiry. Through the study of astronomy, chemistry, geology, and biology, students will discover the interrelatedness of all matter, living and nonliving in the cosmos and how physical and chemical processes eventually led to the evolution of living organisms. (CSU/UC) AA/AS Area A, CSU Area B-1 or B-2, IGETC Area 5A

ASTR 117F: Introductory Astronomy Field Lab

(1.0 Unit) (Prerequisite: Astronomy 101 or 105 or Physics 110 or concurrent enrollment. The maximum credit allowed for Astronomy 117F and 117L is one course. A one-week field trip consisting of fifty-two and one-half laboratory hours.)

This course will develop the student's ability to investigate and solve problems in astronomy. Techniques of experimentation, direct observation, data gathering, and interpretation will be employed to solve both classical and contemporary problems in astronomy. The class will include observations using telescopes, astrophotography, and computer acquisition of data. This course will develop the student's awareness of the scientific method and how to apply it to specific problems and their solutions. (CSU/UC) AA/AS Area A, CSU Area B-1 or B-3, IGETC Area 5A

ASTR 117L: Introduction to Astronomy Lab

(1.0 Unit) (Prerequisite: Astronomy 101 or 105 or Physics 110 or concurrent enrollment. Three laboratory hours weekly.)

This course will develop the student's ability to investigate and solve problems in astronomy. Techniques of experimentation, direct observation, data gathering, and interpretation will be employed to solve both classical and contemporary problems in astronomy. The class will include observations using telescopes,

astrophotography, and computer acquisition of data. This course will develop the student's awareness of the scientific method and how to apply it to specific problems and their solutions. (CSU/UC) AA/AS Area A, CSU Area B-1 or B-3, IGETC Area 5A

ASTR 139: Selected Topics

(0.5 - 6.0 Units)

ASTR 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment: One astronomy or physics course and/or prerequisite(s) determined by the department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)

AUTOMOTIVE COLLISION REPAIR TECHNOLOGY

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

Career Options

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

Faculty

Ron Palmer

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

A.S. in Master Collision Repair, Occupational (Certificate of Achievement also awarded. Skills Certificates available in Mechanical and Electrical Components, Nonstructural Damage Repair, Painting and Refinishing, and Structural Damage Repair.)

The Automotive Collision Repair Technology Program is offered at the Indian Valley Campus. Students who complete the requirements for Master Collision Repair and additional general education and graduation requirements will be awarded an Associate in Science degree. Students who complete only the required courses for the major will receive a Certificate of Achievement. A Skills Certificate is earned by completion of the required courses as listed for the specific Skills Certificate. In addition, students may be credited with up to two years toward their apprenticeship in Marin County's automotive reconditioning and refinishing market.

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

Requirements				Units
ACRT	95*	Applied Automotive Math		1
ACRT	167	Joining and Fastening Processes I		2
ACRT	168	Joining and Fastening Processes II		2

ACRT	169	Metalworking and Fundamentals I	4
ACRT	170	Metalworking and Fundamentals II	4
ACRT	171	Dent and Damage Repair	2
ACRT	176	Introduction to Plastics for Automotive Body Repair	2
ACRT	177	Maintenance and Detailing	2
ACRT	178	Introduction to Welding for Automotive Body Repair	2
ACRT	180	Panel Replacement	2
ACRT	225	Automotive Careers and Customer Relations	2
ACRT	249B	Directed Study	2,2
Or			
ACRT	160A	Automotive Painting and Refinishing Repair Workshop	1
And			
ACRT	160B	Automotive Dent and Damage Repair Workshop	1
And			
ACRT	160C	Automotive Structural Repair Workshop	1
And			
ACRT	160D	Automotive Mechanical and Electrical Repair Workshop	1
ACRT	273	Painting and Refinishing	4
ACRT	274	Painting and Refinishing-- Enamels and Polyurethanes	4
ACRT	279	Frame Straightening and Repair	2
AUTO	111	Automotive Maintenance – Intermediate	3
Or			
AUTO	118	Brakes, Alignments and Suspension	6
Or			
AUTO	275	Automotive Brake Systems	2
And			
AUTO	277	Alignment and Suspension	2
AUTO	113	Specialized Electronic Training	5
AUTO	235	Automotive Air Conditioning	2½

* Applied toward the Certificate of Achievement only.

Skills Certificates

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

Mechanical and Electrical Components Skills Certificate

This Skills Certificate demonstrates competency of skills necessary to qualify for an intermediate-level job in automotive collision repair. Students should be prepared to take and pass the ASE Structural Damage Repair Test Certification.

Requirements			Units
ACRT	95	Applied Automotive Math	1
ACRT	178	Introduction to Welding for Automotive Body Repair	2

ACRT	160D	Automotive Mechanical and Electrical Repair Workshop	1,1
Or			
ACRT	249B	Directed Study	2
AUTO	111	Automotive Maintenance – Intermediate	3
Or			
AUTO	118	Brakes, Alignments and Suspension	6
Or			
AUTO	275	Automotive Brake Systems	2
And			
AUTO	277	Alignment and Suspension	2
AUTO	113	Specialized Electronic Training	5
AUTO	235	Automotive Air Conditioning	2½

Nonstructural Damage Repair Skills Certificate

This Skills Certificate demonstrates competency of skills necessary to qualify for an entry-level automotive collision repair job. Students should be prepared to take and pass the ASE Nonstructural Damage Repair Test Certification.

Requirements			Units
ACRT	160B	Dent and Damage Repair Workshop	1, 1
Or			
ACRT	249B	Directed Study	2
ACRT	167	Joining and Fastening Processes I	2
ACRT	169	Metalworking and Fundamentals I	4
ACRT	171	Dent and Damage Repair	2
ACRT	176	Introduction to Plastics for Automotive Body Repair	2
ACRT	178	Introduction to Welding for Automotive Body Repair	2
ACRT	180	Panel Replacement	2

Painting and Refinishing Skills Certificate

This Skills Certificate demonstrates competency of skills necessary to qualify for an entry-level automotive painting and refinishing technician job. Students should be prepared to take and pass the ASE Painting and Refinishing Test Certification.

Requirements			Units
ACRT	95	Applied Automotive Math	1
ACRT	160A	Automotive Painting and Refinishing Repair Workshop	1, 1
Or			
ACRT	249B	Directed Study	2
ACRT	176	Introduction to Plastics for Automotive Body Repair	2
ACRT	177	Maintenance and Detailing	2
ACRT	273	Painting and Refinishing	4
ACRT	274	Painting and Refinishing-- Enamels and Polyurethanes	4

Structural Damage Repair Skills Certificate

This Skills Certificate demonstrates competency of skills necessary to qualify for an entry-level job in automotive structural sheet metal collision repair. Students should be prepared to take and pass the ASE Structural Damage Repair Test Certification.

Requirements			Units
ACRT	95	Applied Automotive Math	1
ACRT	160C	Automotive Structural Repair Workshop	1, 1
Or			
ACRT	249B	Directed Study	2
ACRT	168	Joining and Fastening Processes II	2
ACRT	170	Metalworking and Fundamentals II	4
ACRT	279	Frame Straightening and Repair	2
AUTO	111	Automotive Maintenance – Intermediate	3
Or			
AUTO	118	Brakes, Alignments and Suspension	6
Or			
AUTO	275	Automotive Brake Systems	2
And			
AUTO	277	Alignment and Suspension	2

Automotive Collision Repair Technology Courses (ACRT)

ACRT 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

ACRT 095: Applied Automotive Math

(1.0 Unit) (No prerequisite. Three and one-fifth lecture hours one day a week for five weeks. Can be taken for credit as Automotive Collision Repair Technology 095 or Automotive Technology 095. Credit will be awarded for only one course.)

This course will review 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. May be taken four times for credit.

ACRT 139: Selected Topics

(0.5 - 6.0 Units)

ACRT 160A: Automotive Painting and Refinishing Repair Workshop

(1.0 Unit) (No prerequisite. Three laboratory hours weekly.)

This course is designed as a skill-building workshop in the area of automotive refinishing. Students will work on projects of their choice under the direction and supervision of the instructor. Practice will include methods and techniques in basic, intermediate and advanced levels of auto refinishing. Related aspects of the automotive collision repair field will also be reviewed and practiced. May be taken four times for credit. (CSU)

ACRT 160B: Automotive Dent and Damage Repair Workshop

(1.0 Unit) (No prerequisite. Three laboratory hours weekly.)

This course is designed as a skill-building workshop in the area of automotive dent and damage repair. Students will work on projects of their choice under the direction and supervision of the instructor. Practice will include methods and techniques in basic, intermediate and advanced levels of auto non-structural repair. Related aspects of the automotive collision repair field will also be reviewed and practiced. May be taken four times for credit. (CSU)

ACRT 160C: Automotive Structural Repair Workshop

(1.0 Unit) (No prerequisite. Three laboratory hours weekly.)

This course is designed as a skill-building workshop in the area of automotive structural repair. Students will work on projects of their choice under the direction and supervision of the instructor. Practice will include methods and techniques in basic, intermediate and advanced levels of auto structural repair. Related aspects of the automotive collision repair field will also be reviewed and practiced. May be taken four times for credit. (CSU)

ACRT 160D: Automotive Mechanical and Electrical Repair Workshop

(1.0 Unit) (No prerequisite. Three laboratory hours weekly.)

This course is designed as a skill-building workshop in the area of automotive mechanical and electrical repair. Students will work on projects of their choice under the direction and supervision of the instructor. Practice will include methods and techniques in basic, intermediate and advanced levels of auto mechanical and electrical repair. Related aspects of the automotive collision repair field will also be reviewed and practiced. May be taken four times for credit. (CSU)

ACRT 160E: Automotive Plastic Repair Workshop

(1.0 Unit) (No prerequisite. Three laboratory hours weekly.)

This course is designed as a skill-building workshop in the area of automotive plastic repair. Students will work on projects of their choice under the direction and supervision of the instructor. Practice will include methods and techniques in basic, intermediate and advanced levels of auto plastic repair. Related aspects of the automotive collision repair field will also be reviewed and practiced. May be taken four times for credit. (CSU)

ACRT 167: Joining and Fastening Processes

(2.0 Units) (No prerequisite. One lecture and three laboratory hours weekly.)

This course will be 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 will include plasma arc cutting, electric spot, migwire, gas fusion, brazing, riveting, bolting, clips, retainers, and epoxy. Through this

practicum experience, students will have the opportunity to integrate their classroom knowledge in a workplace environment. May be taken four times for credit. (CSU)

ACRT 168: Joining and Fastening Processes II

(2.0 Units) (No prerequisite. One lecture and three laboratory hours weekly.)

This course will be primarily concerned with advanced methods and techniques of fastening and joining metals and various metal parts as they relate to the vehicle body and frame. This will include plasma arc cutting, electric spot, migwire, gas fusion, brazing, riveting, bolting, clips, retainers, and epoxy. Through this practicum experience, students will have the opportunity to integrate their classroom knowledge in a workplace environment. May be taken four times for credit. (CSU)

ACRT 169: Metalworking and Fundamentals I

(4.0 Units) (No prerequisite. Two lecture and six laboratory hours weekly.)

This course is designed to assist the student to successfully enter the automotive collision repair field, and to understand metalworking techniques for their usefulness in other applications. It will include basic metal straightening fundamentals and will introduce the beginner to the tools, techniques, and theory of metalworking. Through this practicum experience, students will have the opportunity to integrate their classroom knowledge in a workplace environment. May be taken four times for credit. (CSU)

ACRT 170: Metalworking and Fundamentals II

(4.0 Units) (No prerequisite. Two lecture and six laboratory hours weekly.)

This course is designed to assist the student to successfully enter the automotive collision repair field, and to understand metalworking techniques for their usefulness in other applications. It will include advanced metal straightening fundamentals, and will introduce the beginner to advanced tool techniques and the theory of metalworking. This course provides the laboratory practice necessary for metal bumping and metal finishing required for successful rebuilding of damaged vehicle body panels and parts. In addition, it will introduce the student to many other up-to-date timesaving metalworking techniques. It will cover the proper use of plastic fillers, slide-hammers, pull rods, dozers, and powerposts. May be taken four times for credit. (CSU)

ACRT 171: Dent and Damage Repair

(2.0 Units) (No prerequisite. One lecture and three laboratory hours weekly.)

This course is designed for the person whose car has everyday run-of-the-mill dents, scrapes, scratches, and gouges. You can't remember where they all came from, but these are the ones that are usually left unfixed or you end up paying for them out of your own pocket. Most people simply lack the confidence to attempt their own minor automotive body and fender repairs. Until now, basic do-it-yourself instructions have not been available. With a surprisingly small number of tools, anyone can make small auto-

motive body and fender repairs. No painting will be done in this class. Through this practicum experience, students will have the opportunity to integrate their classroom knowledge in a workplace environment. May be taken four times for credit. (CSU)

Note: All work done on vehicles must have instructor's approval.

ACRT 176: Introduction to Plastics for Automotive Body Repair

(2.0 Units) (No prerequisite. One lecture and three laboratory hours weekly.)

Because plastic is lighter in weight than metal, it has become an important part of today's vehicles. Plastic is synthetically compounded from crude oil, coal, natural gas, and other natural substances. Plastic vehicle parts include bumpers, fender extensions, fascias, fender aprons, grille openings, stone shields, instrument panels, trim panels, fuel lines, door panels, and engine parts. In this course, students will be able to understand and use plastics of all types in automotive repairs of the parts listed above. Through this practicum experience, students will have the opportunity to integrate their classroom knowledge in a workplace environment. May be taken four times for credit. (CSU)

ACRT 177: Maintenance and Detailing

(2.0 Units) (No prerequisite. One lecture and three laboratory hours weekly.)

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 will have the opportunity to integrate their classroom knowledge in a workplace environment. May be taken four times for credit. (CSU)

ACRT 178: Introduction to Welding for Automotive Body Repair

(2.0 Units) (No prerequisite. One lecture and three laboratory hours weekly.)

With major collision repairs, many of the panels or parts on a vehicle must be replaced and welded into place. The structural integrity of a vehicle depends on how well the technician welds and installs panels and parts. In this course, students will learn how to identify the three classes of welding and the techniques used in the welding and installation of panels. The student will learn various methods of welding, basic welding techniques, grazing and soldering, and plasma arc cutting. Through this practicum experience, students will have the opportunity to integrate their classroom knowledge in a workplace environment. May be taken four times for credit. (CSU)

ACRT 180: Panel Replacement

(2.0 Units) (No prerequisite. One lecture and three laboratory hours weekly.)

This course will cover the basic procedures involved in the removal and replacement of quarter panels, rocker panels, door panels, and top panels. It also includes the various methods available for splicing damaged body panels or sections, rocker panels, floor sections, and front and rear body clips. Through this practicum experience, students will have the opportunity to integrate their classroom knowledge in a workplace environment. May be taken four times for credit. (CSU)

ACRT 225: Automotive Careers and Customer Relations

(2.0 Units) (No prerequisite. May be taken as Automotive Collision and Repair Technology 225 or Automotive Technology 225. Credit will be awarded for only one course. Two and nine-tenths lecture hours weekly for 11 weeks.)

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 will cover work ethics and worker/employer relations. It will address customer relations in the auto repair industry and will include how to improve individual attitudes, productivity, and morale in the workplace. Students will also study methods of work and time-scheduling in independent automotive repair dealerships, service stations and manufactures dealerships. Speakers from the automotive industry will present their personal career experiences. (CSU)

ACRT 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to enrollment: Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)

ACRT 273: Painting and Refinishing

(4.0 Units) (No prerequisite. Two lecture and six laboratory hours weekly.)

This course is designed as an introduction to the highly-skilled field of automotive spot painting and refinishing. It will include a comprehensive study of materials, equipment, and techniques necessary for the successful application of automotive refinishing material. Through this practicum experience, students will have the opportunity to integrate their classroom knowledge in a workplace environment. May be taken four times for credit. (CSU)

ACRT 274: Painting and Refinishing - Urethanes and Polyurethanes

(4.0 Units) (No prerequisite. Two lecture and six laboratory hours weekly.)

This course is designed as an introduction to the highly-skilled field of automotive urethanes and polyurethane refinishing. It will include a comprehensive study of the materials, equipment, and techniques used for the successful application of each of these widely used automotive refinishing materials. Through this

practicum experience, students will have the opportunity to integrate their classroom knowledge in a workplace environment. May be taken four times for credit. (CSU)

AUTOMOTIVE TECHNOLOGY

The Automotive Technology Program is offered at the Indian Valley Campus. It is designed to prepare students to enter the automotive service repair industry. The program has been certified by Automotive Technician Training Standards (ATTS) meeting strict industry standards in its specialty areas. While completing the program for the 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

George Hritz, Ron Palmer

Department Phone: (415) 457-8811, Ext. 8531

A.S. in Automotive Technology:**Chassis Repair Technician**

(Certificate of Achievement also awarded.)

An Associate of Science degree in Automotive Technology: Chassis Repair Technician is awarded for satisfactory completion of the technical requirements, as well as the general education requirements. A Certificate of Achievement is awarded for satisfactory performance in required technical training.

The Chassis Repair Technician career path is designed to prepare students to enter the automotive service repair industry at the second year apprenticeship level or higher. The goal of this certificate is to provide the student with both theory and manipulative skills training in engine repair, brakes, suspensions, drive trains, and heating and air conditioning areas included in the Automotive Technician Training Standards (ATTS). While completing the program for the Certificate of Achievement or degree, students are required to work 1500 hours in the service repair industry, as well as provide their own basic tool set.

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

Requirements			Units
AUTO	95*	Applied Automotive Math	1
AUTO	112	Automotive Engines	4
AUTO	113	Specialized Electronic Training	5
AUTO	118	Brakes, Alignment and Suspension	6
AUTO	225	Automotive Careers and Customer Relations	2
AUTO	232	Automatic Transmission/ Transaxles	4

AUTO	233	Manual Drive Trains and Axles	4
AUTO	235	Automotive Air Conditioning	2½
AUTO	249C	Directed Study (Fieldwork)	3
MACH	120	Machine Technology I	3
MACH	130	Welding I	2

* Applied toward the Certificate of Achievement only.

A.S. in Automotive Technology: Electrical/Performance Technician

(Certificate of Achievement also awarded.)

An Associate of Science degree in Automotive Technology: Electrical/Performance Technician is awarded for satisfactory completion of the technical requirements, as well as the general education requirements. A Certificate of Achievement is awarded for satisfactory performance in required technical training.

The Electrical/Performance Technician career path is designed to prepare students to enter the automotive service repair industry at the second year apprenticeship level or higher. The goal of this certificate is to provide the student with both theory and manipulative skills training in electrical/performance systems area included in the Automotive Technician Training Standards (ATTS). While completing the program for the Certificate of Achievement or degree, students are required to work 1000 hours in the service repair industry, as well as provide their own basic tool set.

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

Requirements			Units
Select 29½ units from the following courses:			
AUTO	95*	Applied Automotive Math	1
AUTO	113	Specialized Electronic Training	5
AUTO	114	Automotive Basic Fuel Systems	4
AUTO	116	Automotive Electrical Systems	6
AUTO	225	Automotive Careers and Customer Relations	2
AUTO	228	Automotive Computer Controls	4
AUTO	229	Automotive Systems, Troubleshooting and Diagnosis	4
AUTO	235	Automotive Air Conditioning	2½
AUTO	249B	Directed Study (Fieldwork)	2
AUTO	281	Electrical and Electronic Systems Training - A6 Alternative	2
AUTO	283	Engine Performance Diagnosis and Repair - A8 Alternative	2
AUTO	285	Advanced Engine Performance/Emissions Systems Diagnosis and Repair - L1 Alternative	2

* Applied toward the Certificate of Achievement only.

A.S. in Automotive Technology: Emissions/Performance Technician

(Certificate of Achievement also awarded.)

An Associate of science degree in Automotive Technology: Emission/Performance Technician is awarded for satisfactory comple-

tion of the technical requirements, as well as the general education requirements. A Certificate of Achievement is awarded for satisfactory performance in required technical training.

The Emissions/Performance Technician career path is designed to prepare students to enter the automotive service repair industry at the second year apprenticeship level or higher. The goal of this Certificate is to provide the student with both theory and manipulative skills training in Electrical/Performance Systems and Emission Technician areas included in the Automotive Technician Training Standards (ATTS). In addition the courses are required by the Bureau of Automotive Repair to meet the educational requirement to be eligible to take the test to become an Advanced Emission Specialist Smog Technician. While completing the program for the Certificate of Achievement or degree, students are required to work 1000 hours in the service repair industry, as well as provide their own basic tool set.

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

Requirements			Units
AUTO	95*	Applied Automotive Math	1
AUTO	114	Automotive Basic Fuel Systems	4
AUTO	225	Automotive Careers and Customer Relations	2
AUTO	229	Automotive Systems, Troubleshooting and Diagnosis	4
AUTO	235	Automotive Air Conditioning	2½
AUTO	238	Basic Area Clean Air Car Course	3½
AUTO	240	Enhanced Area Clean Air Car Course	1
AUTO	249B	Directed Study – Fieldwork	2
AUTO	281	Electrical and Electronic System Training – A6 Alternative	2
AUTO	283	Engine Performance Diagnosis and Repair – A8 Alternative	2
AUTO	285	Advanced Engine Performance/Emissions Systems Diagnosis and Repair – L1 Alternative	2

* Applied toward the Certificate of Achievement only.

A.S. in Automotive Technology: Master Repair Technician, Occupational

(Certificate of Achievement also awarded. Skills Certificates available in Automotive Service Advisor, Brakes and Suspension, Drive Trains, Electrical/Performance, Emissions, Engine Repair, and Heating and Air Conditioning.)

An Associate of Science degree in Automotive Technology: Master Repair Technician is awarded for satisfactory completion of the technical requirements, as well as the general education requirements. A Certificate of Achievement is awarded for satisfactory performance in required technical training. The Master Repair Technician career path is designed to prepare students to enter the automotive service repair industry at the third year apprenticeship level. The goal of this Certificate is to provide the student with both theory and manipulative skills training in Engine Repair, Brakes, Suspensions, Drive Trains, Heating and

Air Conditioning, Electrical/Performance Systems and Emission Technician areas included in the Automotive Technician Training Standards (ATTS). While completing the program for the Certificate of Achievement or degree, students are required to work 2000 hours in the service repair industry, as well as provide their own basic tool set.

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

Requirements			Units
AUTO	95*	Applied Automotive Math	1
AUTO	112	Automotive Engines	4
AUTO	113	Specialized Electronic Training	5
AUTO	114	Automotive Basic Fuel Systems	4
AUTO	116	Automotive Electrical Systems	6
AUTO	118	Brakes, Alignment and Suspension	6
AUTO	225	Automotive Careers and Customer Relations	2
AUTO	228	Automotive Computer Controls	4
AUTO	229	Automotive Systems, Troubleshooting and Diagnosis	4
AUTO	232	Automatic Transmission/ Transaxles	4
AUTO	233	Manual Drive Trains and Axles	4
AUTO	235	Automotive Air Conditioning	2½
AUTO	238	Basic Area Clean Air Car Course	3½
AUTO	240	Enhanced Area Clean Air Car Course	1
AUTO	249	Directed Study (Fieldwork)	4
MACH	120	Machine Technology I	3
MACH	130	Welding I	2

* Applied toward the Certificate of Achievement only.

Skills Certificates

Skills Certificates are an acknowledgement that the student has attained a specified set of competencies within an occupational program. Skills Certificates may be part of a "ladder" of skills, beginning with job entry skills and leading to a full 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. A Skills Certificate is earned by completion of the required courses as listed for the specific Skills Certificate.

Automotive Service Advisor Skills Certificate

This Skills Certificate provides the student with the skills necessary to qualify for an entry-level service writer/advisor.

Requirements			Units
AUTO	95	Applied Automotive Math	1
AUTO	110	Introduction to Automotive Maintenance	3
AUTO	111	Automotive Maintenance - Intermediate	3
BUS	144	Business Communication	3
CIS	110	Introduction to Computer Information Systems	3

Brakes and Suspension Skills Certificate

This Skills Certificate signifies to employers that the student has completed comprehensive training in the skill area of brake and suspension system repair and will require minimal supervision upon employment.

Requirements			Units
AUTO	95	Applied Automotive Math	1
AUTO	113	Specialized Electronic Training	5
AUTO	118	Brakes, Alignment and Suspension	6
AUTO	249A*	Directed Study (Fieldwork)	1

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

Drive Trains Skills Certificate

This Skills Certificate signifies to employers that the student has completed comprehensive training in the skill areas of transmission/transaxle and drive train repair and will require minimal supervision upon employment.

Requirements			Units
AUTO	95	Applied Automotive Math	1
AUTO	113	Specialized Electronic Training	5
AUTO	232	Automatic Transmissions/ Transaxles	4
AUTO	233	Manual Drive Trains and Axles	4
AUTO	249A*	Directed Study (Fieldwork)	1

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

Electrical/Performance Skills Certificate

This Skills Certificate signifies to employers that the student has completed comprehensive training in the skill areas of electrical system and drivability repair and will require minimal supervision upon employment.

Requirements			Units
Select 17 units from the following courses:			
AUTO	95	Applied Automotive Math	1
AUTO	113	Specialized Electronic Training	5
AUTO	116	Automotive Electrical Systems	6
AUTO	228	Automotive Computer Controls	4
AUTO	229	Automotive Systems, Troubleshooting and Diagnosis	4
AUTO	249A*	Directed Study (Fieldwork)	1
AUTO	281	Electrical and Electronic Systems Training – A6 Alternative	2
AUTO	283	Engine Performance Diagnosis and Repair – A8 Alternative	2
AUTO	285	Advanced Engine Performance/Emissions – L1 Alternative	2

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

Emissions Skills Certificate

This Skills Certificate meets the educational requirements of the Bureau of Automotive Repair to qualify for the examination to gain an Advanced Emission Technician Specialist (EA) license.

Requirements	Units
AUTO 238 Basic Area Clean Air Car Course	3½
AUTO 240 Enhanced Area Clean Air Car Course	1
AUTO 281 Electrical and Electronic Systems Training - A6 Alternative	2
AUTO 283 Engine Performance Diagnosis and Repair - A8 Alternative	2
AUTO 285 Advanced Engine Performance/Emissions - L1 Alternative	2
AUTO 249A* Directed Study (Fieldwork)	2

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

Engine Repair Skills Certificate

This Skills Certificate signifies to employers that the student has completed comprehensive training in the skill area of engine repair and will require minimal supervision upon employment.

Requirements	Units
AUTO 95 Applied Automotive Math	1
AUTO 112 Automotive Engines	4
AUTO 113 Specialized Electronic Training	5
AUTO 249A* Directed Study (Fieldwork)	1

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

Heating and Air Conditioning Skills Certificate

This Skills Certificate signifies to employers that the student has completed comprehensive training in the skill area of heating and air conditioning systems repair and will require minimal supervision upon employment.

Requirements	Units
AUTO 95 Applied Automotive Math	1
AUTO 113 Specialized Electronic Training	5
AUTO 235 Automotive Air Conditioning	2½
AUTO 249A* Directed Study (Fieldwork)	1

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

Automotive Technology Courses (AUTO)

AUTO 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

AUTO 095: Applied Automotive Math

(1.0 Unit) (No prerequisite. Three and one-fifth lecture hours one day a week for five weeks. Can be taken for credit as Automotive Collision Repair Technology 095 or Automotive Technology 095. Credit will be awarded for only one course.)

This course will review addition, subtraction, multiplication and division of whole numbers, fractions, decimals and percent-

ages. Also included are ratio and proportion; metric system; graphs and applications specific to automotive technology. Paint mixing ratios and writing repair orders. May be taken four times for credit.

AUTO 110: Introduction to Automotive Maintenance

(3.0 Units) (No prerequisite. Two lecture and three laboratory hours weekly.)

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. May be taken four times for credit. (CSU)

AUTO 111: Automotive Maintenance – Intermediate

(3.0 Units) (No prerequisite. Two lecture and three laboratory hours weekly.)

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. May be taken four times for credit. (CSU)

AUTO 112: Automotive Engines

(4.0 Units) (No prerequisite. Two lecture and six laboratory hours weekly.)

This course, designed for students with a desire to become auto technicians, provides training in diagnosing and servicing modern automotive engines used on cars, pickups, light trucks, and utility vehicles. The course covers operation and repair of automotive engines including disassembly, testing, and reassembly. Automotive machine shop skills are not included. This course is a skills-competency based curriculum. In order to pass this class, each student must demonstrate his/her competency to perform skills necessary to qualify for technician positions, which require minimum supervision upon employment. May be taken twice for credit. (CSU)

AUTO 113: Specialized Electronic Training

(5.0 Units) (No prerequisite. Four lecture and three laboratory hours weekly.)

This course, designed for students with a desire to become auto technicians, provides training in electrical and electronic systems used on cars, pickups, light trucks, and utility vehicles. The course includes theory and operations of OHMS law, Digital Volt Ohm Meters, electrical circuits, wiring diagrams, schematics, and wire repair. This course is a skills-competency based curriculum. In order to pass this class each student must demonstrate his/her competency to perform skills necessary to qualify for technician positions that require minimum supervision upon employment. May be taken four times for credit. (CSU)

AUTO 114: Automotive Basic Fuel Systems

(4.0 Units) (No prerequisite. Two lecture and six laboratory hours weekly.)

This course, designed for students with a desire to become auto technicians, provides training in diagnosing and servicing modern automotive fuel systems used on cars, pickups, light trucks, and utility vehicles. The course covers operation and repair of fuel systems, carburetors, and electronic fuel injection systems. Modern diagnostic tools and equipment will be used. This class is a skills-competency based curriculum. In order to pass this class each student must demonstrate his/her competency to perform skills necessary to qualify for technician positions which require minimum supervision upon employment. May be taken four times for credit. (CSU)

AUTO 116: Automotive Electrical Systems

(6.0 Units) (No prerequisite. Three lecture and nine laboratory hours weekly.)

This course, designed for students with a desire to become auto technicians, 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. This course is a skills-competency based curriculum. In order to successfully pass this class each student must demonstrate his/her competency to perform skills necessary to qualify for technician positions, which require minimum supervision upon employment. May be taken twice for credit. (CSU)

AUTO 118: Brakes, Alignment and Suspension

(6.0 Units) (No prerequisite. Three lecture and nine laboratory hours weekly.)

This course provides training on wheel balance, wheel alignment, brake repair, automotive suspensions, and steering systems. Students will 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 are included. Health and safety working with asbestos will be stressed. May be taken twice for credit. (CSU)

AUTO 139: Selected Topics

(0.5 - 6.0 Units)

AUTO 225: Automotive Careers and Customer Relations

(2.0 Units) (No prerequisite. May be taken as Automotive Technology 225 or Automotive Collision and Repair Technology 225. Credit will be awarded for only one course. Two and nine-tenths lecture hours weekly for 11 weeks.)

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 will cover work ethics and worker/employer relations. It will address customer relations in the auto repair industry and will include how to improve

individual attitudes, productivity, and morale in the workplace. Students will also study methods of work and time-scheduling in independent automotive repair dealerships, service stations and manufactures dealerships. Speakers from the automotive industry will present their personal career experiences. (CSU)

AUTO 228: Automotive Computer Controls

(4.0 Units) (No prerequisite. Two lecture and six laboratory hours weekly.)

This course, designed for students with a desire to become auto technicians, provides training in diagnosing and servicing modern automotive computer control systems used on cars, pickups, light trucks and utility vehicles. The course covers operation of sensors, actuators and control modules, and the use of modern scan tools, Digital Storage Oscilloscopes and diagnostic tools. This class is a skills-competency based curriculum. In order to pass this class each student must demonstrate his/her competency to perform skills necessary to qualify for technician positions, which require minimum supervision upon employment. May be taken four times for credit. (CSU)

AUTO 229: Automotive Systems, Troubleshooting and Diagnosis

(4.0 Units) (No prerequisite. Two lecture and six laboratory hours weekly.)

This course, designed for students with a desire to become auto technicians, provides training in diagnosing and servicing modern automotive electronic systems used on cars, pickups, light trucks, and utility vehicles. The course covers the diagnostic thought process used to diagnose and repair cranking, charging, ignition, air bag, lighting systems, gauge and instrument panels, horn, wiper/washer, and accessory systems. This class is a skills-competency based curriculum. In order to pass this class each student must demonstrate his/her competency to perform skills necessary to qualify for technician positions, which require a minimum of supervision upon employment. May be taken four times for credit. (CSU)

AUTO 230: Light Duty Diesel Engine Performance and Emissions

(2.0 Units) (No prerequisite. Advisory: Automotive Technology 113 and 116. One lecture and three practicum hours weekly.)

This course provides training in diagnosing and servicing modern computer-controlled light duty diesel vehicles. The course covers diesel engine operation, fuel system delivery and operation, air induction principles and operation, exhaust system components and operation, and electronic controls operation and testing. Diagnostic tools such as scan tools, digital multi-meters and digital storage oscilloscopes will be used to diagnose vehicle faults. This course is a skills-competency based curriculum. In order to pass this class each student must demonstrate his/her competency to perform skills necessary to quality for technician positions, which require minimum supervision upon employment. (CSU)

AUTO 232: Automatic Transmission/Transaxles

(4.0 Units) (No prerequisite. Two lecture and six laboratory hours weekly.)

This course, designed for students with a desire to become auto technicians, provides training in diagnosing and servicing modern automotive automatic transmissions and transaxles used on cars, pickups, light trucks, and utility vehicles. The course covers construction, function, and principles of operation including planetary gears, power flow, friction devices, and hydraulic and electrical controls. This class is a skills-competency based curriculum. In order to pass this class each student must demonstrate his/her competency to perform skills necessary to qualify for technician positions, which require minimum supervision upon employment. May be taken four times for credit. (CSU)

AUTO 233: Manual Drive Trains and Axles

(4.0 Units) (No prerequisite. Two lecture and six laboratory hours weekly.)

This course, designed for students with a desire to become auto technicians, provides training in diagnosing and servicing modern automotive manual transmissions and transaxles used on cars, pickups, light trucks, and utility vehicles. The course covers construction, function, and principles of operation including clutches, transmissions, transaxles and 4-wheel drive systems. This class is a skills-competency based curriculum. In order to pass this class each student must demonstrate his/her competency to perform skills necessary to qualify for technician positions, which require minimum supervision upon employment. May be taken four times for credit. (CSU)

AUTO 235: Automotive Air Conditioning

(2.5 Units) (No prerequisite. Two lecture and one and one-half laboratory hours weekly.)

This course, designed for students with a desire to become auto technicians, provides training in diagnosing and servicing modern automotive heating and air conditioning systems used on cars, pickups, light trucks and utility vehicles. The course covers construction, function and principles of heating and air conditioning systems, components and controls. This class is a skills-competency based curriculum. In order to pass this class each student must demonstrate his/her competency to perform skills necessary to qualify for technician positions, which require minimum supervision upon employment. May be taken four times for credit. (CSU)

AUTO 238: Basic Area Clean Air Car Course

(3.5 Units) (No prerequisite. Three lecture and one and one-half laboratory hours weekly.)

This course partially satisfies the educational prerequisite to become a "Basic Area" smog inspection technician of the Bureau of Automotive Repair (BAR). This course provides training on BAR rules and regulations, emission control systems theory and operation, cause and effect of mobile source air pollution, operation of the BAR 97 EIS, OBD II theory, operation, diagnosis and advanced scan tool diagnostics. (CSU)

AUTO 240: Enhanced Area Clean Air Car Course

(1.0 Unit) (No prerequisite. Eighteen lecture hours and ten laboratory hours per semester.)

This course partially satisfies the educational prerequisite to become an "Advanced Emission Specialist" smog inspection technician of the Bureau of Automotive Repair. The course provides training on NOx emission diagnostic repair procedures, the use of Digital Storage Oscilloscopes, catalytic converter operation and testing, emission failure base-lining techniques and the use of the BAR 97 Emission Inspection System. (CSU)

AUTO 241: B.A.R. 2007 Smog Check Technician Update Training Course

(0.5 Unit) (No prerequisite. Six lecture and six laboratory hours per semester.)

All licensed Smog Check technicians whose licenses expire after December 31, 2006, must complete the 2007 Update Training Course prior to applying to renew their licenses. Individuals applying for initial licenses (received by B.A.R.) after December 31, 2006 must have completed this course to be eligible for the licensing examination. The course will include information on B.A.R. updates, computer control system interactions, Controller Area Networking (CAN), OBD II mode 6 diagnosis, Technical Service Bulletins (TSBs), Manufacturers' Internet sites, advanced fuel trim diagnostics and PCM program reflashing. (CSU)

AUTO 242F9: B.A.R. 2009 Smog Check Technician Update Training Course

(1.0 Unit) (No prerequisite. Sixteen lecture hours.)

All licensed Smog Check technicians whose licenses expire after December 31, 2008 must complete the 2009 Update Training Course prior to applying to renew their licenses. Individuals applying for initial licenses (received by BAR) after December 31, 2008 must have completed this course to be eligible for the licensing examination. The course will include information on BAR Updates, Advanced Electrical/Electronic systems diagnostic and repair procedures as they pertain to vehicle emission failures, and practical application of the Internet to obtain automotive and diagnostic and repair information. (CSU)

AUTO 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment: One course in the discipline and/or prerequisites determined by the department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/ limit)

AUTO 275: Automotive Brake Systems

(2.0 Units) (No prerequisite. One lecture and three laboratory hours weekly.)

This course is designed for students with a desire to become auto technicians, or for those already working in the field who want to update their training and learn new skills. The 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. In

order to pass this class each student must demonstrate his/her competency to perform skills necessary to qualify for technician positions, which require minimum supervision upon employment. (CSU)

AUTO 277: Alignment and Suspension

(2.0 Units) (No prerequisite. One lecture and three laboratory hours weekly.)

This course is designed for students with a desire to become auto technicians, automotive collision repair technicians, or for those working in the field who want to update their training and learn new skills. The 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. In order to pass this class each student must demonstrate his/her competency to perform skills necessary to qualify for technician positions, which require minimum supervision upon employment. (CSU)

AUTO 281: Electrical and Electronic Systems Training - A6 Alternative

(2.0 Units) (No prerequisite. Two lecture hours and one laboratory hour weekly.)

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

AUTO 283: Engine Performance Diagnosis and Repair - A8 Alternative

(2.3 Units) (No prerequisite. Two lecture hours and one laboratory hour weekly.)

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 a special emphasis on diagnosis, repair and testing of vehicles with driveability and emission faults. (CSU)

AUTO 285: Advanced Engine Performance/Emissions (L1 Alternative)

(2.0 Units) (No prerequisite. Two lecture hours and one laboratory hour weekly.)

This course provides training in diagnosing and servicing modern automotive computerized engine control systems used on cars, pickups, light trucks and utility vehicles. Emphasis is placed on developing a comprehensive understanding of 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 and encompasses such disciplines as anthropology, psychology, and sociology. The courses offered are intended to be used as a background for general education.

Faculty

Dikran Martin, Victoria Coad

Department Phone: (415) 485-9630

A.A. in Behavioral Science

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

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

Behavioral Science Courses (BEHS)

BEHS 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

BEHS 103: Human Sexuality

(3.0 Units) (No prerequisite. May be taken for credit as Behavioral Science 103 or Biology 108A. Students will receive credit for only one course. Three lecture hours weekly.)

This is a survey course dealing with aspects of human sexual behavior. Topics will be considered from psychological, social, cultural, and biological perspectives. Topics to be included are sexual anatomy and physiology, hormones, conception and contraception, sex research, sex and the lifespan, human sexual activities and behaviors, sexual orientation, gender, sex and society, and contemporary sexual issues. (CSU/UC) AA/AS Area B, CSU Area D-7 or E, IGETC Area 4

BEHS 105: Sex Roles in Contemporary Society

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

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

BEHS 114: Chemical Dependency

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

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

BEHS 139: Selected Topics*(0.5 - 6.0 Units)***BEHS 201: Understanding Globalization: The Impact of Social, Political, and Economic Change***(3.0 Units) (No prerequisite. Can be taken for credit as Behavioral Science 201, Economics 201, or Political Science 201, but credit will be awarded for only one course. Three lecture hours weekly.)*

The world is becoming more integrated and interdependent, heightening the need for greater understanding of the impact of globalization on the economy, politics, and society. This interdisciplinary team-taught course explores the new wave of global political, economic, and social change and the opportunities and challenges it brings to states, institutions, and individuals. Focus is on what the individual will need to know and understand to be an effective participant in these rapidly changing global phenomena. (CSU/UC) AA/AS Area B, CSU Area D-7, IGETC Area 4

BEHS 249: Directed Study*(1-3 Units) (Please see Directed Study category. Limit to Enrollment: Successful completion of at least three units in anthropology, behavioral science, psychology, or sociology. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)***BEHS 252: Seminar and Fieldwork Experience***(3.0 Units) (No prerequisite. Corequisite: Psychology 110 or 112 or Sociology 110. Behavioral Science 252 and Psychology 252 are equivalent. Credit is given for only one course. One and one-half lecture and four and one-half fieldwork hours weekly.)*

This course is designed to give students meaningful participation in a psychologically related community service agency in order to understand the applications of psychological principles, theories, and concepts. With the mutual consent of student and instructor each student is placed in a school, social agency, special education program, mental health agency, or community organization and works under the direct supervision of someone with a degree, credential, or demonstrated expertise in psychology or sociology. The one and one-half hour weekly seminar provides students and instructor the opportunity to present observations, discuss perceptions, and apply relevant theories and concepts to their fieldwork participation. May be taken twice for credit. (CSU)

BIOLOGY

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

Career Options

Agricultural Biologist, Biochemist, Biologist, Botanist, Chiropractor, Dentist, Entomologist, Environmental Specialist, Fish and Game Technical Aide, Fish and Game Warden, Food Technologist, Forester, Genetic Counselor, Horticulturists, Industrial Hygienist, Inhalation Therapist, Laboratory Technician, Marine Biologist, Medical Technologist, Microbiologist, Nuclear Medical Technician, Nutritionist, Occupational Therapist, Orthotist-Prosthetist, Osteopath, Park Naturalist/Ranger, Pharmacist, Pharmacologist, Physical Therapist, Physician/Surgeon, Podiatrist, Registered Nurse, Research Assistant, Sanitarian, Scientific Illustrator, Speech Pathologist/ Audiologist, Teacher, Technical Writer, Veterinarian, Wildlife Specialist, X-Ray Technician, Zoo Curator, Zoologist

Faculty

Becky Brown, Fernando Agudelo-Silva, Paul da Silva, Jamie Denneris, David Egert, Joseph Mueller

Department Phone: (415) 485-9510

Transfer

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

A.S. in Biology

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

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

Requirements			Units
BIOL	115*	Principles of Biology	5
BIOL	116+	Principles of Animal and Plant Diversity	5
CHEM	115	Survey of Organic and Biochemistry	4
Or			
CHEM	131	General Chemistry I	5
And			
CHEM	132	General Chemistry II	5
MATH	104	Plane Trigonometry	3
PHYS	108A	General Physics I	5
PHYS	108B	General Physics II	5

* Prerequisite: Biol 110 and Chem 131. Chem 131 may be taken concurrently with Biol 115.

+ Biol 116 has Biol 110 and 110L prerequisites.

Certificate of Achievement in Natural History

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

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

Requirements	Units
BIOL 110 Introduction to Biology	3
BIOL 110L Introduction to Biology Lab	1
BIOL 161 Field Botany	3
BIOL 162 General Ecology	3
BIOL 235 General Marine Biology	4
BIOL 237 Marine Ecology Field Studies	2
Or	
BIOL 247 Extended Field Studies	1½ -3
BIOL 245 Field Ecology of Marin	1
Or	
BIOL 246 Field Ecology	2
GEOG 112 Meteorology and Climatology	3
GEOL 120 Physical Geology	3
GEOL 120L Physical Geology Lab	1
GEOL 125 Field Geology I	2½
Or	
GEOL 128 Geologic Studies of Marin County	1
In addition, complete six units from the following courses:	
BIOL 143 Stewardship of Marin Parks and Open Space	3
BIOL 147 Food, People, and the Environment	3
BIOL 164 Introduction to Mammalogy	3
BIOL 165 The World of Insects	2
BIOL 167 Introduction to Herpetology	3
BIOL 169A Introduction to Ornithology A	3
BIOL 169B Introduction to Ornithology B	3
BIOL 170 Biology of Marine Animals	3
BIOL 171 Biology of Marine Mammals	3

Skills Certificate in Environmental Science

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

Requirements	Units
BIOL/GEOL 138 Introduction to Environmental Science	4
BIOL 110 Introduction to Biology	3
CHEM 105 Chemistry in the Human Environment	3
Or	
GEOL 120 Physical Geology	3
Or	
GEOG 101 Physical Geography	3
BIOL/GEOL 142 Environmental Policy and Planning	3

Or		
BIOL/GEOL 145 Ethics in Science		3
Or		
GEOG 102 Humans and the Environment		3
BIOL/GEOL 143 Stewardship of Marin Parks & Open Space		3
Or		
BIOL 147 Food, People and the Environment		3
Or		
BIOL 148 Marin County Agriculture		3

Biology Courses (BIOL)

BIOL 039: Selected Topics (Nondegree Applicable) (0.5 - 6.0 Units)

BIOL 099: General Science

(3.0 Units) (No prerequisite. Can be taken for credit as Biology 99 or Geology 99, but credit will be awarded for only one course. Three lecture hours weekly.)

This course is designed for students who have not reached the level of success they desired in high school or college science courses and for individuals returning to school after an extended absence. The course covers basic scientific principles and concepts of the physical and life sciences and prepares students to move into other science classes with the information, understanding, and skills required to succeed. Introductory topics in biology, chemistry, geography, geology, meteorology, and physics are discussed. This course also provides an excellent overview of the most important topics in science today for anyone interested in learning more about the natural world.

BIOL 100: Nutrition

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

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) (No prerequisite. Two lecture and three laboratory hours weekly.)

This outdoor field course is designed to give nonmajors in biology an overview of Marin's varied plant and animal communities. Most of Marin's 25 biotic community types are investigated including aquatic and terrestrial. Identification of plants, animals, and ecology are major areas of emphasis. (CSU) AA/AS Area A

BIOL 104: The Ecology of Infectious Diseases

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course is designed for both science and nonscience majors interested in understanding the distribution and spread of infectious diseases. Emphasis is on the role that specific environments play in determining where and when epidemics will occur. Topics include the biology and ecology of microorganisms and their hosts, geographic medicine, the impact of human activity on the incidence and transmission of infectious diseases, and epidemics in human history. (CSU)

BIOL 105: Cosmic Evolution

(3.0 Units) (No prerequisite. Can be taken for credit as Astronomy 105, Biology 105, or Geology 105. Credit will be awarded for only one course. Three lecture hours weekly.)

This is an interdisciplinary course that explores the origins and evolution of the cosmos from the Big Bang and the formation of the universe and Earth, to the development of life. Students will explore basic concepts and principles that bind all scientific disciplines, and the nature of science and scientific inquiry. Through the study of astronomy, chemistry, geology, and biology, students will discover the interrelatedness of all matter, living and nonliving in the cosmos and how physical and chemical processes eventually led to the evolution of living organisms. (CSU/UC) AA/AS Area A, CSU Area B1 or B2, IGETC Area 5A

BIOL 107: Human Biology

(3.0 Units) (No prerequisite. Can be taken for credit as Biology 107 or Physical Education 107. Credit will be awarded for only one course. Three lecture hours weekly.)

This course is designed to provide students with an introduction to the structure, function, and development of the human body. The course will give students the foundational concepts to explore personal and societal issues involving human biology as well as cover anatomy and physiology concepts useful in preparing for careers in wellness related fields such as personal training, group fitness instruction, and massage therapy. Topics include an introduction to scientific methods of investigation and some elementary chemistry (no previous background necessary) as a basis for understanding human functions such as movement, digestion, circulation, reproduction, and other systems. Some diseases and other causes of body malfunction will be discussed. (CSU/UC) CSU Area B-2, IGETC Area 5B

BIOL 108: Animal Behavior

(3.0 Units) (No prerequisite. Advisory: Biology 110. Three lecture hours weekly.)

Introduction to the behavior of animals with an emphasis on the evolution and adaptive significance of these behaviors. (CSU/UC)

BIOL 108A: Human Sexuality

(3.0 Units) (No prerequisite. May be taken for credit as Biology 108A or Behavioral Science 103. Credit will be awarded for only one course. Three lecture hours weekly.)

This is a survey course covering human sexuality from a cross-disciplinary approach. The course will examine sexuality from physiological, anatomical, behavioral, and cross-cultural perspectives. Among the topics to be discussed are conception, fetal development, labor and birth, puberty, menstruation, sexual intercourse, menopause, sexually transmitted diseases, sexual variations, masturbation, contraception, sexual anatomy, sex hormones, medical disorders, pornography, relationships, and sexuality and the life cycle. A special emphasis will be current trends in sex research and sexual behavior. (CSU/UC) AA/AS Area A, CSU Area D-7 or E, IGETC Area 4

BIOL 109: Heredity and Evolution

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This is an introductory course on the principles of genetics and evolution. The factors that govern inheritance and natural selection are presented, and their impact on physical and cultural evolution discussed. Current issues surrounding genetic counseling, genetic engineering, recombinant DNA technologies, and emerging infectious diseases are introduced. The potential impact of these developments is discussed. (CSU/UC) AA/AS Area A, CSU Area B-2, IGETC Area 5B

BIOL 110: Introduction to Biology

(3.0 Units) (No prerequisite. Advisory: Concurrent enrollment in Biology 110L. Three lecture hours weekly.)

This course is an introduction to the science of biology for nonmajors and the most basic course for biology majors. It gives a broad overview of modern biology that should be equally useful to those needing a foundation for later work in biology, the health sciences or the environmental sciences, and 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. It also includes discussion of how biology generates knowledge about living things and consideration of its relationship to other sciences and to other human activities in general. (CSU/UC) AA/AS Area A, CSU Area B-2, IGETC Area 5B

BIOL 110L: Introduction to Biology Laboratory

(1.0 Unit) (Advisory: Biology 110 or concurrent enrollment. Three laboratory hours weekly.)

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 Biology 110. (CSU/UC) AA/AS Area A, CSU Area B-2 or B-3, IGETC Area 5B

BIOL 112A: Biology for Biology Majors I

(5.0 Units) (Prerequisites: Math 103, or Math 103A and 103B, or Math 103X and 103Y. Corequisite: Chemistry 131. Advisory: Biology 110 and Biology 110L. Three lecture and six laboratory hours weekly.)

Designed for students considering a major in biology, this course surveys protozoa and the animal kingdom, and introduces principles of evolution. Students investigate the structure, function and evolution of animals using standard laboratory and field techniques. (CSU/UC)

BIOL 112B: Biology for Biology Majors II

(5.0 Units) (Prerequisite: Math 103, or Math 103A and 103B, or Math 103X and 103Y. Advisories: Biology 110 and 110L, Chemistry 131. Three lecture and two laboratory hours weekly.)

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)

BIOL 112C: Biology for Biology Majors III

(5.0 Units) (Prerequisites: Chemistry 131 and Math 103, or Math 103A and 103B, or Math 103X and 103Y. Advisory: Biology 110 and Biology 110L. Three lecture and six laboratory hours weekly.)

This introductory lecture/laboratory based course for biology majors 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)

BIOL 115: Principles of Biology

(5.0 Units) (Prerequisites: Biology 110, 110L, and Chemistry 131. Three lecture and six laboratory hours weekly.)

This is an introductory course for biology majors covering the fundamentals of molecular and cell biology, genetics, DNA technology, evolution, and ecology. It is a lecture/laboratory based course in which students incorporate lecture concepts into laboratory experiments that they design, carry out, analyze, and report. Please note that Biology 115 is not a prerequisite for Biology 116. Since Biology 115 has a Chemistry 131 prerequisite and Biology 116 does not, students may wish to register for Biology 116 and Chemistry 131 during the same semester. (CSU/UC) AA/AS Area A, CSU Area B-2 or B-3, IGETC Area 5B

BIOL 116: Principles of Animal and Plant Diversity

(5.0 Units) (Prerequisite: Biology 110 and 110L. Three lecture and six laboratory hours weekly.)

This is a course for biology majors to study the evolution of organisms from Monera to plants and animals. Emphasis will be placed on taxonomy, comparative morphology, and ecology of plants and animals. Please note that Biology 115 is not a prerequisite for Biology 116. Since Biology 115 has a Chemistry 131 pre-

requisite and Biology 116 does not, students may wish to register for Biology 116 and Chemistry 131 during the same semester. (CSU/UC) AA/AS Area A, CSU Area B-2 or B-3, IGETC Area 5B

BIOL 120: Human Anatomy

(5.0 Units) (Prerequisite: Biology 110 and 110L. Advisory: Completion of English 98 or equivalent. Three lecture and six laboratory hours weekly.)

This course is a study of the gross and microscopic structure of the tissues, organs and organ systems of the human body, including major functions. The class will make use of models, slides, dissections 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 or B-3, IGETC Area 5B

BIOL 138: Introduction to Environmental Science

(4.0 Units) (No prerequisite. Can be taken for credit as Biology 138 or Geology 138. Credit will be awarded for only one course. Three lecture and three laboratory hours weekly.)

This science-based course takes an interdisciplinary approach to understanding the environmental crisis that confronts us all. Our studies combine ideas and information from natural sciences (such as biology, chemistry and geology) and social sciences (such as economics, politics, and ethics) to present a general idea of how nature works and how humans and ecosystems are interconnected. It is a study of connections in nature. Discussions will focus on understanding ecosystem services, how humans interfere with earth's life support systems and how to deal with the environmental problems we face. Emphasis is placed on understanding various world views and how they affect our values. Our field studies will include visits to restoration projects, local ecosystem field studies and local environmental conferences. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A or 5B

BIOL 139: Selected Topics

(0.5 - 6.0 Units)

BIOL 140: Environmental Field Techniques

(1.0 Unit) (No prerequisite. Can be taken for credit as Biology 140 or Geology 140, but credit will be awarded for only one course. Three laboratory hours weekly.)

This course is designed to teach the fundamentals of environmental sampling and monitoring. Topics include surveying and mapping; data collection and management; and hydrological, geological, and biological assessment methods. This course is field based and the emphasis is on the mastery of practical field techniques. May be taken four times for credit. (CSU)

BIOL 142: Environmental Policy and Planning

(3.0 Units) (No prerequisite. Can be taken for credit as Biology 142 or Geology 142, but credit will be awarded for only one course. Three lecture hours weekly.)

This course is a study of federal, state, and local environmental legislation. It is a chronology of America's awakening to environmental issues and a study of our efforts to resolve these issues through the planning process. An understanding of the content of this course is vital for environmental scientists, planners, and developers. (CSU/UC)

BIOL 143: Stewardship of Marin Parks and Open Space

(3.0 Units) (No prerequisite. Two lecture and three laboratory hours weekly.)

Besides making Marin a desirable place in which to live and travel, its nonurbanized park and open space areas carry with them a great responsibility: preservation and enhancement of their best qualities for present and future generations. Fulfilling this responsibility is a continuing process that began years ago and now involves a diverse mix of philosophical, legislative, biological, sociological and logistical challenges. The course includes essential background material, interviews with current management personnel, and field visits to parkland and open space areas of special interest. (CSU)

BIOL 145: Ethics in Science

(3.0 Units) (No prerequisite. Can be taken for credit as Biology 145 or Geology 145, but credit will be awarded for only one course. Three lecture hours weekly.)

This course explores some of the most pressing issues facing our society today. It enables students to investigate and understand the controversies surrounding current and future technologies, and helps them make rational decisions when faced with situations in their own lives and at the voting booth. The approach is an interdisciplinary one, combining basic science, applied research, ethics, and decision making processes. Topics include scientific fraud, recombinant DNA technologies, the human genome project, energy and land use, and toxic waste. This course is appropriate for both science and nonscience majors. (CSU/UC) AA/AS Area C

BIOL 147: Food, People and the Environment

(3.0 Units) (No prerequisite. Advisory: Biology 110. Two lecture and three laboratory hours weekly.)

This course examines problems and solutions affecting the past, present and future of agriculture, the chief method of securing food from the environment and the basis of human civilization. Patterns of care and use of the major classes of agricultural resources will be surveyed, including domestication and genetic improvement of edible plants and animals, maintenance of soil fertility through manipulation of humus and individual plant nutrients, suppression of pests through chemical, biological and cultural techniques, and attempts to maximize efficiency in utilization of land, water, energy, labor, and capital. Effects of changes in demographics and socioeconomic condi-

tions of producers and consumers of agricultural products will be discussed. Evolution and integration of production methods will be emphasized, through site specific examples of functioning agricultural systems in Marin County, the rest of California, and the world. Special attention will be paid to the concept of sustainability and to the current debate between defenders of modern industrial agriculture and proponents of its alternatives, such as biodynamic, organic, and low input agriculture. Includes field trips to selected agricultural areas of interest in Northern and Central California. (CSU/UC)

BIOL 148: Marin County Agriculture

(3.0 Units) (No prerequisite. Two lecture and three laboratory hours weekly.)

This course focuses on one of Marin County's most significant human activities in terms of use of land and other natural resources, preservation of a valuable way of life, generation of economic benefits and formation of the unique character of the local environment. The course examines agricultural challenges and accomplishments by production systems and locality. It offers general overview, historical background and explanation of important biological, social and economic processes, as well as contemporary insights provided by those currently involved in the Marin County agricultural scene. Systems studied may include beef and dairy, poultry, shellfish, flowers, fruits and vegetables, from planning and production through marketing and consumption, in both East and West Marin. Includes field trips to notable local farms. (CSU)

BIOL 150: Environmental Science Seminar and Fieldwork

(3.0 Units) (Prerequisite: Biology 138 or Geology 138. One lecture hour and six fieldwork hours weekly.)

This course is designed to give students an overview of the career options that exist in the area of environmental science. It introduces them to potential employers in this field and provides them firsthand experience of working to solve environmental problems. After receiving general career information, students will work with community agencies or organizations according to procedures established by mutual agreement. There are sixteen seminar hours of on-campus meetings during the semester. 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. This course is expected to be taken after completion of other environmental science coursework. May be taken twice for credit. (CSU)

BIOL 159: Introduction to Aquatic Biology

(3.0 Units) (No prerequisite. Two lecture and three laboratory hours weekly.)

A field and hands-on laboratory course on the natural history and ecology of both living and nonliving components of freshwater environments. This course is designed to give the student practical experience in the identification and interrelationships of local plant and animal species found in freshwater ecosystems.

Biology majors gain field experience in interpreting basic concepts in ecology, biotic zonation, and survival through adaptation and natural selection. (CSU) AA/AS Area A

BIOL 160: Soil: Ecology and Management

(3.0 Units) (No prerequisite. May be taken for credit as Biology 160 or Environmental Landscaping 160. Credit will be awarded for only one course. Two and one-half lecture and one and one-half laboratory hours weekly.)

This class explores how soil forms and develops, its physical and biological components, and their interrelationships. Topics include: the historical review of soil/human interactions, soil formation from parent material, classification, physical properties such as texture and structure, life 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) (No prerequisite. Two lecture and three laboratory hours weekly.)

Introduction to the identification procedures, systematics, ecology, and natural history of bryophytes and vascular plants. Emphasis is on the identification and natural history of local plants native to Marin's 14 plant communities. Laboratory investigations include hands-on analysis of vascular plant parts useful for identification purposes. Field explorations are used in understanding the ecology of local plant communities. (CSU)

BIOL 162: General Ecology

(3.0 Units) (No prerequisite. Advisory: Biology 110. Two lecture and three laboratory hours weekly.)

Introduction to the ecology of organisms in their environment. Emphasis is on the ecology of global, regional and local environmental sustainability. Field explorations are used in understanding ecological concepts in relation to Marin's biotic communities. (CSU/UC) AA/AS Area A, CSU Area B-2 or B-3, IGETC Area 5B

BIOL 163: Ecology of Estuaries

(3.0 Units) (No prerequisite. Advisory: Biology 110. Two lecture and three laboratory hours weekly.)

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

(5.0 Units) (No prerequisite. Advisory: Biology 110. Two lecture and three laboratory hours weekly.)

Introduction to the natural history, ecology, and behavior of mammals. Emphasis is on the natural history of California mammals, techniques in studying mammals, tracking, and interpretation of mammal sign. Laboratory investigations include hands-on

analysis of mammal anatomy and physiology. Field explorations are used in understanding mammalogy concepts in relation to their survival strategies. (CSU)

BIOL 165: The World of Insects

(2.0 Units) (No prerequisite. Advisory: Biology 110. Two lecture hours weekly.)

Insects are the largest group of organisms on earth today. This course is a general introduction to these diverse and amazing creatures. Topics to be covered include insect structure and function, history and evolution, habitats and adaptations, and ecological relationships with other organisms, including those of major economic importance to humans in the areas of agriculture, architecture, forestry, animal husbandry, medicine and public health. As befits such a hard-to-ignore group, insect roles in literature, folklore, philosophy, painting, sculpture and other arts will not be neglected. (CSU)

BIOL 165L: Introduction to Insect Biodiversity Laboratory

(2.0 Units) (No prerequisite. Advisory: Biology 165. Four laboratory and two field hours weekly.)

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 is designed to provide 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. It teaches sight recognition of the major orders and families, basic field and laboratory procedures, and use of electronic and print media to access additional information that may be of interest to individual students. It includes visits to a representative selection of insect habitats in Marin. (CSU)

BIOL 167: Introduction to Herpetology

(3.0 Units) (No prerequisite. Advisory: Biology 110. Two lecture and three laboratory hours weekly.)

Introduction to the natural history, ecology, and behavior of reptiles and amphibians. Emphasis is on the natural history of reptiles and amphibians of Western North America, techniques in studying reptiles, and field observation. Laboratory investigations include hands-on analysis of reptile and amphibian anatomy and physiology. Field explorations are used in understanding herpetology concepts in relation to survival strategies. (CSU)

BIOL 169A: Introduction to Ornithology A

(3.0 Units) (No prerequisite. Advisory: Biology 110. Two lecture and three laboratory hours weekly.)

This science-based course takes a field oriented approach to understanding the biology of birds. Subjects include bird form and function, anatomy, physiology, flight mechanics and migration. Our field studies will include visits to local wildlife refuges, lagoons, lakes, shorelines and forests to learn to identify and observe migrating shorebirds and raptors and wintering waterfowl.

This course is compatible with Introduction to Ornithology B offered in the Spring and concentrating on summer residents and nesting species. (CSU) AA/AS Area A

BIOL 169B: Introduction to Ornithology B

(3.0 Units) (No prerequisite. Advisory: Biology 110. Two lecture and three laboratory hours weekly.)

This science-based course takes a field oriented approach to understanding the biology of birds. Subjects include bird behavior, vocal behavior, bird reproductive biology, and avian ecology. Our field studies will include visits to local wildlife refuges, lagoons, lakes, shorelines and forests to learn to identify and observe summer residents and nesting birds. This course is compatible with Introduction to Ornithology A offered in the Fall and concentrating on Fall migratory species and wintering waterfowl. (CSU) AA/AS Area A

BIOL 170: Biology of Marine Animals

(3.0 Units) (No prerequisite. Advisory: Biology 110. Two lecture and three laboratory hours weekly.)

Introduction to the natural history, ecology, and behavior of marine animals. Emphasis is on the identification and natural history of marine intertidal invertebrates. Various local marine habitats will be investigated including rocky intertidal mudflats, sandflats, and estuaries. Laboratory investigations include hands-on analysis of invertebrate and vertebrate anatomy and physiology. Field explorations are used in understanding marine zoology in relation to their survival strategies. (CSU)

BIOL 171: Biology of Marine Mammals

(3.0 Units) (No prerequisite. Two lecture and three laboratory hours weekly.)

Taking an integrated approach to the biology of marine carnivores, cetaceans and sirenians, we use lecture, laboratory and field explorations to provide us with a framework for fundamental biological and ecological concepts. Topics include functional morphology, sensory systems, energetics, reproduction, communication and cognition, behavior, distribution, population biology, and feeding ecology. We also review the physiological adaptations that have enabled marine mammals to exploit their aquatic environment such as diving, thermoregulation, osmoregulation, and orientation. (CSU/UC)

BIOL 224: Human Physiology

(5.0 Units) (Prerequisites: Biology 110 and 110L and Chemistry 110. Students wanting to take Chemistry 110 concurrently, please contact the instructor. Three lecture and six laboratory hours weekly.)

This course involves the study of the structure and function of the human body. Emphasis will be placed on the physiochemical and homeostatic mechanisms occurring in the human body. The laboratory will introduce clinical and research techniques for studying and measuring various physiological parameters. (CSU/UC) AA/AS Area A, CSU Area B-2 or B-3, IGETC Area 5B

BIOL 234: Fishery Biology

(3.0 Units) (No prerequisite. Advisories: Biology 110, 116, and 162. Two and one half lecture and one and one-half laboratory hours weekly.)

An introduction to the study of invertebrates and vertebrates that constitute the fishery industry of the world. Emphasis on local San Francisco Bay area species. Ichthyology will constitute the major area of study. (CSU)

BIOL 235: General Marine Biology

(4.0 Units) (Prerequisite: Biology 110. Class includes field trips. Field trips may meet earlier and run later than scheduled to take advantage of low tides. Three lecture and three laboratory hours weekly.)

This laboratory and field course is designed to give biology majors as well as nonmajors an overview of marine plant and animal communities. Topics investigated include fundamental physical oceanography, marine ecology, marine zoology, marine botany, and field studies. Emphasis is on the local marine communities comprising protected and unprotected rocky intertidal estuaries, salt marshes, sandflats, mudflats, and floating docks. Laboratory investigations include phytoplankton and zooplankton studies, fish identification and internal morphology, marine invertebrate identification, and marine algae preservation techniques. (CSU/UC) AA/AS Area A, CSU Area B-2 or B-3, IGETC Area 5B

BIOL 237: Marine Ecology Field Studies

(2.0 Units) (No prerequisite. One lecture and three laboratory hours weekly.)

This course is an introduction to the natural history and ecology of marine plants and animals. Emphasis is on the identification, evolution, life histories, and survival strategies of intertidal and subtidal organisms of the Pacific Northwest coast. Terrestrial systems such as temperate rain forests and redwood plant communities will be investigated to use as comparison with the marine systems. Field investigations include hands-on analysis of marine algae, invertebrate, vertebrate, and nonliving interrelationships. Human disturbances of Pacific Northwest ecosystems will be a central focus of our studies. (CSU)

BIOL 240: Microbiology

(5.0 Units) (Prerequisites: Biology 110 and 110L; plus Chemistry 110 or 114. Three lecture and six laboratory hours weekly.)

This course is primarily for biology and health science majors. It is a lecture/laboratory based course with equal emphasis on both. The fundamentals of microbial taxonomy, ecology, anatomy, physiology, genetics, and biotechnology are covered. Viruses, bacteria, fungi, protists, and helminths are discussed. Emphasis is on the role that microorganisms play in human health and disease. (CSU/UC) AA/AS Area A, CSU Area B-2 or B-3, IGETC 5B

BIOL 242: Geology and Biology of the Basin and Range and the Colorado Plateau

(3.0 Units) (No prerequisite. Can be taken for credit as Biology 242 or Geology 242, but credit will be awarded for only one course. A two week field trip that includes seventeen and one half lecture hours and thirteen 8-hour field experiences.)

This is a two week field course through the Basin and Range and Colorado Plateau Provinces. It includes a raft trip down the Colorado or Green River. The geological and biological evolutions of the area are explored through observation, experimentation, and study of the diverse abiotic and biotic contributors to the area. Course topics include: stratigraphy and structure; fluvial landforms and processes; species dispersion, radiation and evolution; ecology; and the art of fly-fishing. Through lectures and a broad range of field experiences, students will gain an understanding of the factors that shaped and continue to shape this unique area. May be taken four times for credit. (CSU)

BIOL 243: Natural History of Hawaii

(3.0 Units) (Prerequisite: Biology 110 or Geology 120. Sixteen lecture hours and thirteen eight-hour field trips.)

A two-week field course on the islands of Hawaii and Kauai. The geological and biological evolutions of the Hawaiian Islands are explored through observation, experimentation, and study of the diverse biotic and abiotic contributors to the islands. Course topics include formation of the islands; species dispersion, radiation, and evolution; ecology; and human occupation. Through lectures and a broad range of field experiences, students will gain an understanding of the basic tenets of island biogeography as exemplified by the Hawaiian Emperor Chain. May be taken three times for credit. (CSU)

BIOL 245: Field Ecology of Marin

(1.0 Unit) (No prerequisite. Three all-day field trips and eight lecture hours to be arranged.)

This course is designed to give the student practical experience in the identification and interrelationships of local plant and animal species. Climatological and geological features of Marin are also explored. May be taken four times for credit. (CSU)

BIOL 246: Field Ecology

(2.0 Units) (Prerequisites: Biology 101 or 115 or concurrent enrollment. Students must complete forms expressing a desire to participate in the field trip. These forms are available from the Life Science Department in November and must be filed with that department by December 1. A ten-day field trip during the spring break and twelve lecture hours to be arranged.)

Observation of the characteristic plant and animal communities of the coastal redwood forest, the San Francisco Bay salt marsh, the Central Valley, the western slope of the Sierra Nevada, the "rain shadow" of the Western California Cold Desert, Owens Valley, Death Valley, and the Pacific coastal marine environment. This course is designed to give biology majors field experience in interpreting basic concepts of ecology, biotic succession, and survival through adaptation and natural selection. May be taken four times for credit. (CSU/UC)

BIOL 247A: Extended Field Studies

(1.5 Units) (No prerequisite unless specified in the class schedule. A seven-day field trip and eight lecture hours.)

A one-week investigation of the natural history of various communities in Marin County or in another selected area of the Western hemisphere. May be taken four times for credit. (CSU)

BIOL 247B: Extended Field Studies

(3.0 Units) (No prerequisite unless specified in the class schedule. A fourteen-day field trip and sixteen lecture hours.)

A two-week investigation of the natural history of various communities in Marin County or in another selected area of the Western hemisphere. May be taken four times for credit. (CSU)

BIOL 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment: Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.)

Provides the student of science an opportunity to undertake a research program in a special field of biology. Requirements: weekly conferences, reports, and a final paper. May be taken for a total of six units. (CSU w/limit)

BIOL 250: Scientific Research and Reporting

(1.0 Unit) (No prerequisite. Advisories: Biology 110 and Geology 120. Can be taken for credit as Biology 250 or Geology 250. Credit will be awarded for only one course. One lecture hour weekly.)

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. May be taken four times for credit. (CSU/UC)

BIOL 251: Biological Psychology

(3.0 Units) (No prerequisite. May be taken as Biology 251 or Psychology 251. Credit will be awarded for only one course. Three lecture hours weekly.)

This class explores the basic brain processes underlying the functioning of the human mind. Among the topics to be discussed are 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, IGETC Area 4

BIOL 270: Practicum in Identification and Taxonomy

(1.0 Unit) (No prerequisite. Advisory: Biology 161 or 165L or 169A/B or equivalent. Three laboratory hours weekly.)

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 who are already familiar with the basics of classification (and who can already identify, on sight, families of chosen groups) will 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. May be taken 4 times for credit.

BUSINESS

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

Career Options

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

Faculty

Sandy Boyd, Robert P. Kennedy, Norman Pacula, Lawrence M. Tjernell, Brian Wilson

Department Phone: (415) 485-9610

Transfer

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

A.A. in Business Administration—Transfer

This program provides an opportunity for students to earn an Associate in Arts degree in Business Administration while preparing to transfer as an upper division student to a four-year college or university. For those students considering a career in business, a baccalaureate degree is necessary. However, the attainment of an A.A. degree will demonstrate commitment to the field and the student's ability to complete an educational goal.

An Associate in Arts degree is awarded for satisfactory performance in major courses, as well as completion of general education and graduation requirements.

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150.

All students should consult the counselor assigned to Business and Social Sciences.

Requirements				Units
BUS	101	Introduction to Business		3
BUS	112	Financial Accounting		4
CIS	110	Introduction to Computer Information Systems		3

Or

CIS	215	Visual BASIC Programming		3½
ECON	101	Principles of Macroeconomics		3
ECON	102	Principles of Microeconomics		3
MATH	115	Probability and Statistics		4
Or				
STAT	115	Introduction to Statistics		4
MATH	121	Calculus I with Applications		3

Suggested Electives

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

A.S. in Applied Accounting, Occupational (Certificate of Achievement also awarded)

This program provides training for entry-level bookkeepers, as well as individuals with bookkeeping experience who wish to gain a better conceptual background in accounting and finance. An Associate in Science degree is awarded for satisfactory completion of all requirements, as well as completion of general education and graduation requirements. A Certificate of Achievement is awarded for the satisfactory completion of the program.

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

Requirements				Units
BUS	101	Introduction to Business		3
BUS	112	Financial Accounting		4
BUS	113	Managerial Accounting		5
BUS	114	Beginning Computerized Accounting		1½
CIS	110	Introduction to Computer Information Systems		3
CIS	128	Intermediate Spreadsheet Design		1½

Suggested Electives

BUS	104	Introduction to Marketing		3
BUS	107	Business Law		3
BUS	108	Introduction to International Business		3
BUS	121	New Venture Creation		3
BUS	131	Supervision and Management		1½
BUS	144	Business Communication		3
CIS	113	Presentations and Publications		1½
CIS	118	Introduction to Spreadsheet Design		1½
ECON	101	Principles of Macroeconomics		3
ECON	102	Principles of Microeconomics		3

A.S. in Business, General (Certificate of Achievement also awarded)

The General Business Program curriculum is designed to provide education for business careers including self-employment, professional advancement, retraining, and transfer preparation. The program emphasizes the development of specific skills and knowledge for employment. Many courses are hands-on, skill-

based, and use current computer technology and student-based projects. The program also provides background for students who plan to transfer to a four-year school.

An Associate in Science degree is awarded for satisfactory completion of all requirements, as well as completion of general education and graduation requirements. A Certificate of Achievement is awarded for the satisfactory completion of the program. A student may qualify for more than one degree or certificate, provided that 12 of the required units for the major are not applied toward any other major and are completed at College of Marin.

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

Requirements			Units
BUS	101	Introduction to Business	3
BUS	112	Financial Accounting	4
BUS	121	New Venture Creation	3
BUS	131	Supervision and Management	1½
BUS	144	Business Communication	3
CIS	110	Introduction to Computer Information Systems	3
CIS	113	Presentations and Publications	1½
CIS	118	Introduction to Spreadsheet Design	1½

Suggested Electives

BUS	104	Introduction to Marketing	3
BUS	107	Business Law	3
BUS	108	Introduction to International Business	3
BUS	132	Human Resource Management	1½
BUS	134	Human Relations	1½
BUS	135	Managing Change and Innovation	1½
BUS	137	Managing Groups and Teams	1½
ECON	101	Principles of Macroeconomics	3
ECON	102	Principles of Microeconomics	3

A.S. in Business, Management (Certificate of Achievement also awarded)

The Business Management Program equips students with the basic knowledge and skills in entry-level management and supervision, preparing them for employment or professional advancement. It also prepares students to start, operate, and grow new or existing ventures and help those who work in large organizations to become more entrepreneurial in their outlook and performance.

An Associate in Science degree is awarded for satisfactory completion of all requirements, as well as completion of general education and graduation requirements. A Certificate of Achievement is awarded for the satisfactory completion of the program.

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

Requirements			Units
BUS	101	Introduction to Business	3
BUS	112	Financial Accounting	4
BUS	131	Elements of Management and Supervision	1½

BUS	132	Human Resource Management	1½
BUS	134	Human Relations	1½
BUS	144	Business Communication	3
CIS	110	Introduction to Computer Information Systems	3
CIS	113	Presentations and Publications	1½
CIS	118	Introduction to Spreadsheet Design	1½

Suggested Electives

BUS	104	Introduction to Marketing	3
BUS	107	Business Law	3
BUS	108	Introduction to International Business	3
BUS	121	New Venture Creation	3
BUS	127	Create a Business Plan	1½
BUS	129	The Art of Selling	1½
BUS	135	Managing Change and Innovation	1½
BUS	137	Managing Groups and Teams	1½
ECON	101	Principles of Macroeconomics	3
ECON	102	Principles of Microeconomics	3

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 Certificates of Achievement.

Management and Supervision Skills Certificate (any five of the following six courses)

Requirements			Units
BUS	131	Supervision and Management	1½
BUS	132	Human Resource Management	1½
BUS	133	Diversity in the Workplace	1½
BUS	134	Human Relations	1½
BUS	135	Managing Change and Innovation	1½
BUS	137	Managing Groups and Change	1½

Business Courses (BUS)

BUS 039: Selected Topics (Nondegree Applicable) (0.5 - 6.0 Units)

BUS 101: Introduction to Business

(3.0 Units) (No prerequisite. Three lecture hours and one laboratory hour weekly.)

This survey course explores the history, environment and functional areas of business, and analyzes the following topics: comparative economic systems focused on capitalism, globalization, ethical behavior and social responsibility, business ownership, entrepreneurship, marketing, accounting, finance, information technology, environmental issues, and productivity. The course includes a management/economic computer simulation com-

ponent designed to provide students with experience operating a simulated business. Can also be offered in a distance learning format. (CSU/UC) CSU Area D-7

BUS 104: Introduction to Marketing

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This introductory course to a vital business area is open to all students and is especially recommended for business majors. It is required for the general business major. Topics to be included are: marketing's role in society, the market structure, channels of distribution, retail institutions, wholesale institutions, product development, packaging, pricing, and promotion. Can also be offered in a distance learning format. (CSU)

BUS 107: Business Law

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

Designed to give the student an understanding of the basic principles of business law and applications to typical business situations. Topics include law of contracts, agency and employment, negotiable instruments, personal property, bailments, sales of goods, real property, and partnerships. (CSU/UC)

BUS 108: Introduction to International Business

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course provides the basic tools and perspective necessary to understand the international business environment. Explores the changing nature of the primary business, economic, and political institutions. Explains the nature of the transnational, foreign trade, foreign exchange and world capital and money markets. Will attempt to better understand the problems and opportunities created in a world comprised of post-industrial, developing, and less-developed nations. Focus is on what the individual will need to know and understand to be an effective learner and performer in our rapidly developing world economy. (CSU)

BUS 112: Financial Accounting

(4.0 Units) (No prerequisite. Four lecture hours weekly.)

An introduction to accounting practice, principles, and analysis. This course is basic for students in accounting, business administration, economics, law, and other professions. Also, it should be the first course in accounting theory for vocational bookkeepers, as well as small-business people needing basic accounting theory. The course covers the accounting cycle for a service enterprise and for a merchandising enterprise, preparation of financial statements, internal control, valuation of receivables, depreciation and fixed asset disposal, debt structure, corporate capitalization and retained earnings, and finishing with thorough discussion of financial statement analysis. (CSU/UC)

BUS 113: Managerial Accounting

(5.0 Units) (Prerequisite: Business 112. Five lecture hours weekly.)

This course covers fund flow analysis, basic managerial cost concepts and developments in contemporary managerial accounting, cost accounting systems, cost-volume-profit relation-

ships, 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) (No prerequisite. Advisory: Business 112. Two lecture and three laboratory hours weekly for eight weeks.)

A first course in the operation of computerized accounting software. This course is designed for business entrepreneurs who will be using a computerized accounting system in their business as well as students training to be professional accountants. Subjects will include an overview of the software, setting up a company, entering, working with lists, setting up inventory, paying bills, payroll, and preparation of reports and graphs. (CSU)

BUS 121: New Venture Creation

(3.0 Units) (No prerequisite. Three lecture hours and one laboratory hour weekly.)

This is an introductory course in new venture creation/entrepreneurship designed to create knowledge, skills, awareness, and involvement in the process of starting, operating, and managing a small firm. The aim is to guide students in discovering the concepts of entrepreneurship and the competencies, skills, know-how, experience, resources, and techniques that are necessary to achieve success. The course deals with the driving forces of entrepreneurship, the environment and competition, physical, capital and human resources, developing a business plan, accounting and finance for smaller firms, market potential, how to practice marketing, management and legal aspects. Students working in teams are required to develop and write a business plan. (CSU)

BUS 127: Create a Business Plan

(1.5 Units) (No prerequisite. Two lecture and three laboratory hours weekly for eight weeks.)

This course provides a hands-on approach for actively developing an operational business plan. The process, using computer software, involves opportunity recognition, research, analysis, and completing each section of a business plan including the cover letter, the executive summary, company and industry overviews, market strategy and tactics, financial analysis (profit and cash flow forecasts), location, physical facilities, capital spending, purchasing, and promotion. Students receive individual attention regarding their business plans. (CSU)

BUS 129: The Art of Selling

(1.5 Units) (No prerequisite. Two lecture and three laboratory hours weekly for eight weeks.)

Through active participation, students/entrepreneurs learn how to gain and maintain a competitive edge by developing effective sales strategies and techniques. The course covers all phases of the selling process. Participants learn the "how" as well as the "why" of selling and then have an opportunity to apply these techniques in a critiqued videotaped sales presentation. (CSU)

BUS 131: Supervision and Management

(1.5 Units) (No prerequisite. Three lecture hours weekly for eight weeks.)

This is an introductory course covering the core concepts and current issues related to supervision and management. Students will learn how to assume supervisory responsibility and how to apply management principles in today's rapidly changing world of work. (CSU)

BUS 132: Human Resource Management

(1.5 Units) (No prerequisite. Three lecture hours weekly for eight weeks.)

This is an introductory course designed to give employers and employees an overview of the various functions within the human resource management field. (CSU)

BUS 133: Diversity in the Workplace

(1.5 Units) (No prerequisite. Three lecture hours weekly for eight weeks.)

This course teaches students how to manage diversity. It broadens their viewpoints, beliefs, and attitudes; promotes an understanding of widely varying and equally valid world views, and prepares future leaders to effectively collaborate with the diverse groups they will encounter in the work and marketplaces. (CSU)

BUS 134: Human Relations

(1.5 Units) (No prerequisite. Three lecture hours weekly for eight weeks.)

This course is designed to acquaint the student with human relations and motivation in business and the implications of business practices as they apply to individual employees and supervisors. (CSU)

BUS 135: Managing Change and Innovation

(1.5 Units) (No prerequisite. Three lecture hours weekly for eight weeks.)

This course is designed to develop the skills necessary to manage change and innovation within an organization which is dynamic, complex, and often unpredictable. Students will learn how to help people and how organizations learn and renew themselves continuously. (CSU)

BUS 137: Managing Groups and Teams

(1.5 Units) (No prerequisite. Three lecture hours weekly for eight weeks.)

This course is designed for anyone who wishes to learn the skills of leading and facilitating both the interpersonal 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 139: Selected Topics

(0.5 - 6.0 Units)

BUS 141: Intermediate Business English

(2.0 Units) (Prerequisite: English 98A and 98B. Two lecture hours weekly.)

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. It is a required course in the Court Reporting Program. (CSU)

BUS 144: Business Communication

(3.0 Units) (No prerequisite. Advisory: English 79. Three lecture hours weekly.)

This course emphasizes the student's ability to apply effective writing techniques and strategies to business communication problems found in organizations. Students will analyze cases, then organize and prepare various business documents such as resumes, letters, memoranda, reports, business plans, and proposals. Electronic communication tools are discussed and oral presentations are made. Can also be offered in a distance learning format. (CSU)

BUS 145: Internet Research and Presentation Skills for Business

(1.5 Units) (No prerequisite. Advisory: Computer Information Systems 101. Two lecture and three laboratory hours weekly for eight weeks.)

This course uses the Internet and Web to help students gain the research and interpretation skills needed for problem solving in business. Class activities focus on interactive search projects, resulting in written and oral presentations of project findings using presentation software. (CSU)

BUS 249: Directed Study

(1-3 units)(Limit to Enrollment: Successful completion of twelve units in business and/or economics. Hours to be arranged.)

This course is designed to give the student an opportunity for independent study. The student plans a project under the guidance of a member of the department. Evaluation is through reports and conferences and a final written report of the student's findings. This course may be taken more than once for credit. (CSU w/limit)

BUSINESS OFFICE SYSTEMS

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

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

Career Options

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

Faculty

Brian Wilson

Department Phone: (415) 485-9610

A.S. in Business Office Systems, Occupational

(Certificates of Achievement in Medical Specialty and Office Management Specialty are awarded. Skills Certificates in Administrative Assistant and Medical Transcriber are also awarded.)

The business office systems curriculum develops knowledge, skills, and attitudes needed by workers who support information handling in today's electronic offices.

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

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

CORE PROGRAM

The following courses are required of all Business Office Systems degree students:

Requirements			Units
BUS	134	Human Relations	1½
BUS	144	Business Communication	3
BOS	114	Beginning Word Processing	1½
BOS	115	Intermediate Word Processing	1½
CIS	126	Introduction to Windows	1½

Also, select two units from:

BOS	44*	Skill Building for Keyboarders	1
Or			
BOS	120	Computer Keyboarding	1
CIS	101	Introduction to Personal Computers and Operating Systems	1½
CIS	118	Introduction to Spreadsheet Design	1½
W E	298AB	Occupational Work Experience	1-2

The following course is highly recommended for successful completion of the Certificate of Achievement.

BUS	141	Intermediate Business English	2
-----	-----	-------------------------------	---

** Applied toward the Certificate of Achievement only.*

SPECIALTIES

In addition to the core program listed above, each Business Office Systems degree student will complete one of the following specialties:

Medical Specialty

BOS	163A	Professional Office Procedures	1
BOS	163B	Records Management	1
BOS	163C	Travel and Conference Arrangements	1
BOS	230AB	Medical Terminology	2
BOS	231ABC	Medical Transcription ABC	3

Office Management Specialty

BUS	112	Financial Accounting	4
BUS	114	Beginning Computerized Accounting	1½
BUS	146	Business Presentation Tools	1½
BOS	163A	Professional Office Procedures	1
BOS	163B	Records Management	1
BOS	163C	Travel and Conference Arrangements	1

Skills Certificates

Skills Certificates are an acknowledgement that the student has attained a specified set of competencies within an occupational program. Skills Certificates may be part of a "ladder" of skills, beginning with job entry skills and leading to a full 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 Calculating Machines	1
BOS	114	Beginning Word Processing	1½
CIS	101	Introduction to Personal Computers and Operating Systems	1½

Medical Transcriber Skills Certificate

The Medical Transcriber Certificate indicates that foundation courses needed for entry-level employment in medical transcription have been successfully completed.

Requirements			Units
BOS	44	Skill Building for Keyboarders	1
Or			
BOS	120	Computer Keyboarding	1
BOS	76	Electronic 10-Key Calculating Machines	1
BOS	114	Beginning Word Processing	1½
BOS	230AB	Medical Terminology	2
BOS	231A	Medical Transcription	1
CIS	101	Introduction to Personal Computers and Operating Systems	1½

Business Office Systems Courses (BOS)**BOS 035: Web Quest: Beginning Internet Skills**

(1.0 Unit) (No prerequisite. Three laboratory hours weekly.)

This class offers an introduction to computer and Internet vocabulary, Internet searches, and the use of e-mail, Web radio, and word processing to enhance basic Internet research projects called Web-quests.

BOS 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

BOS 044: Skill Building for Keyboarders

(1.0 Unit) (No prerequisite. Advisory: Knowledge of keyboard and ability to type by touch method. Three laboratory hours weekly.)

In this course, students will concentrate on accuracy and speed drills to improve keyboarding skills. Diagnostic tests are given to determine weaknesses. Timings are taken on a regular basis so progress can be measured. May be taken four times for credit.

BOS 060A: Beginning Computer Keyboarding (ESL)

(1.0 Unit) (No prerequisite. Three laboratory hours weekly.)

This course is recommended for any English as a Second Language student needing to acquire alphabetic and numeric keyboarding techniques for computer work. Students will learn how to keyboard by touch at a minimum speed of 20 words-a-minute.

BOS 060B: Beginning Computer Keyboarding (ESL)

(1.0 Unit) (No prerequisite. Advisory: Business Office Systems 60A. Three laboratory hours weekly.)

This course is recommended for any English as a Second Language student needing to improve keyboarding speed and accuracy, and wishing to learn basic letter and report formatting. Students will learn how to keyboard by touch at a minimum speed of 25 words-a-minute. Students will also learn how to set up letters and reports in good form. Basic editing skills are practiced.

BOS 060C: Beginning Computer Keyboarding (ESL)

(1.0 Unit) (No prerequisite. Advisory: Business Office Systems 60B. Three laboratory hours weekly.)

This course is recommended for any English as a Second Language student needing to improve keyboarding speed and accuracy, and wishing to learn additional letter and report formatting skills, plus business memos. Students will learn how to keyboard by touch at a minimum speed of 30 words-a-minute. Students will also learn how to set up and edit letters, reports, and memos.

BOS 070A: Spelling

(1.0 Unit) (No prerequisite. Three laboratory hours weekly.)

A self-paced course designed to help the business student in the improvement of spelling problems. The programmed format allows students to proceed at their own rate with the aid of a diagnostic test and review tests.

BOS 070B: Vocabulary Building

(1.0 Unit) (No prerequisite. Three laboratory hours weekly.)

A self-paced course designed to help the business student achieve a command of the vocabulary needed for business courses. Covers Latin and Greek derivatives, descriptive, and action words.

BOS 070C: Programmed Writing Skills

(1.0 Unit) (No prerequisite. Three laboratory hours weekly.)

This self-paced course, covering writing skills for the business writer, stresses how to write clearly and effectively with correct mechanics.

BOS 076: Electronic 10-Key

(1.0 Unit) (No prerequisite. Three laboratory hours weekly.)

Students learn the basic operation of electronic printing calculators and how to input numbers using the ten-key touch method. Common business problems are used to train students on the efficient use of the electronic calculator.

BOS 114: Beginning Word Processing

(1.5 Units) (No prerequisite. Advisory: Ability to keyboard by touch. Two lecture and three laboratory hours weekly for eight weeks.)

This beginning course in Microsoft Word 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. Students are shown how to integrate Word documents with other office programs. (CSU)

BOS 115: Intermediate Word Processing

(1.5 Units) (No prerequisite. Advisory: Business Office Systems 114. Two lecture and three laboratory hours weekly for eight weeks.)

This Microsoft Word course develops competency in using intermediate to advanced features of Word. Students will create, format, edit, save, and print a variety of business and personal-use documents. Topics covered 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 multi-media resources. (CSU)

BOS 120: Computer Keyboarding

(1.0 Unit) (No prerequisite. Three laboratory hours weekly.)

This course is recommended for any student needing to acquire alphabetic and numeric keyboarding skills for computer work. Students will learn how to keyboard by touch at a minimum speed of 20 words-a-minute. May be taken four times for credit. (CSU)

BOS 122A: Machine Transcription

(1.0 Unit) (No prerequisite. Advisories: Touch typing and limited to the number of transcription machines available. Three laboratory hours weekly.)

This course is designed to prepare students to become efficient operators of transcribing machines and to be able to transcribe mailable business correspondence from pre-dictated material on the computer. Emphasis will be placed on the mechanics of letter styles, grammar, punctuation, spelling, word division, vocabulary, and proofreading. (CSU)

BOS 122B: Machine Transcription

(1.0 Unit) (No prerequisite. Advisory: Business Office Systems 122A and limited to the number of transcription machines available. Three laboratory hours weekly.)

This course is designed to further improve a student's competency in transcribing documents from transcription tapes while working on the computer. Emphasis will be placed on 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) (No prerequisite. Advisory: Business Office Systems 122B and limited to the number of transcription machines available. Three laboratory hours weekly.)

This course is designed to further improve a student's competency in transcribing documents from transcription tapes while working on the computer. Emphasis will be placed on an improvement in transcription speed and the quality of the transcribed documents. Grammar and punctuation rules will continue to be reinforced as well as specialized business vocabulary. (CSU)

BOS 139: Selected Topics

(0.5 - 6.0 Units)

BOS 163A: Professional Office Procedures

(1.0 Unit) (No prerequisite. Three laboratory hours weekly.)

This is a short course which 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. This 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) (No prerequisite. Three laboratory hours weekly.)

In this self-paced course, in addition to learning basic alphabetic, numeric, subject, and geographic filing methods on a microcomputer, students will be introduced to careers in records management. (CSU)

BOS 163C: Travel and Conference Arrangements

(1.0 Unit) (No prerequisite. Three laboratory hours weekly.)

This self-paced course is designed to enable students to become proficient in planning and arranging business travel, and setting up business conferences. This course develops skills in choosing airline flights, making reservations, arranging hotel accommodations and ground transportation, and maintaining accurate follow-up records. (CSU)

BOS 213: Internship in Business and Information Systems

(3.0 Units) (Prerequisite: Business Office Systems 115. Two lecture and three laboratory hours weekly.)

This course bridges the gap between the classroom and the business and information systems industry by providing an on-campus lecture class coupled with a short-term internship in which students may work at a job site such as a medical office, legal office, or general business office. All assignments will be accomplished in a "real-life" context characterized by workgroup activities, multiple projects under deadline, and collaborative effort. Internships are not guaranteed. Projects may be suitable for student portfolios. May be taken four times for credit. (CSU)

BOS 230A: Medical Terminology

(1.0 Unit) (No prerequisite. Three laboratory hours weekly.)

Designed for medical secretary or medical assisting students, this course helps students become skillful in mastering word parts to form medical terms found in basic medical terminology. Students use a computer program to learn, analyze, and interpret most frequently used medical terms. (CSU)

BOS 230B: Medical Terminology

(1.0 Unit) (No prerequisite. Advisory: Business Office Systems 230A. Three laboratory hours weekly.)

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) (No prerequisite. Advisory: Business Office Systems 120 and limited to the number of transcription machines available. Three laboratory hours weekly.)

This course is designed to train transcriptionists to quickly and accurately transcribe four basic report types: office visit/clinic note, history and physical examination, discharge summary, and consultation. Students will use a transcription machine and a computer for completing their assignments. (CSU)

BOS 231B: Medical Transcription

(1.0 Unit) (No prerequisite. Advisory: Business Office Systems 231A and limited to the number of transcription machines available. Three laboratory hours weekly.)

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 will transcribe hospital, physician office, and psychiatric facility reports. In addition, students will continue to transcribe discharge summary reports learned in Business Office Systems 231A. (CSU)

BOS 231C: Medical Transcription

(1.0 Unit) (No prerequisite. Advisory: Business Office Systems 231B and limited to the number of transcription machines available. Three laboratory hours weekly.)

A continuation of Business Office Systems 231A and B, this course is designed to bring together the skills the transcriptionist has learned and practiced in the first two units. A variety of reports in challenging formats are presented for the student to experience "real-life" situations. (CSU)

BOS 249: Directed Study

(1-3 units)(Please see Directed Study category. Limit to enrollment: Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)

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

Department Phone: (415) 485-9510

Transfer

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

A.S. in Chemistry

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

Requirements			Units
CHEM	131	General Chemistry I	5
CHEM	132	General Chemistry II	5
CHEM	231	Organic Chemistry I	5
CHEM	232	Organic Chemistry II	5
MATH	123	Analytic Geometry and Calculus I	5
MATH	124	Analytic Geometry and Calculus II	5
MATH	223	Analytic Geometry, Vector Analysis, and Calculus III	5
PHYS	207A	Mechanics and Properties of Matter	5
PHYS	207B	Electricity and Magnetism	5
PHYS	207C	Heat, Light, Sound, and Modern Physics	5

Chemistry Courses (CHEM)

Letter grade: Chemistry 110, 115, 131-132, 132E, 215, 231-232, 232E.

Letter grade or pass/no pass option: All other courses.

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

The courses marked with two asterisks (**), Chemistry 110, 114 and 131, require that on the FIRST day of instruction, the students present to the instructor confirmation that the prerequisite of the course has been met.

Chemistry 105, 105L, 110 and 114 are one-semester courses that can satisfy the general education requirements.

Chemistry 114 and 115 represent one year of chemistry for most baccalaureate programs in nursing, health science, laboratory and medical technicians, physical therapy, and nonscience majors.

Chemistry 131, 132, 132E represent one year of chemistry for biological science, physical science, engineering and preprofessional (medical, veterinary, and pharmacy) majors.

CHEM 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

CHEM 103: Field Chemistry

(0.5 Unit) (No prerequisite. Corequisite: Geology 126 or Geology 127A or 127B or 127AB. Twenty-six and one-fourth laboratory hours during a two-week period.)

An introductory chemistry course specifically designed to apply chemical concepts and experimental techniques to Geology 126 and 127. Such chemical concepts as bonding, hydrolysis, pH, and thermodynamics will be explored. Chemical techniques, including instrumentation, necessary for geological fieldwork will include qualitative analysis of water-soluble salts. May be taken three times for credit. (CSU)

CHEM 105: Chemistry in the Human Environment

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

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 will be given to current topics, environmental issues, energy production, nutrition, medicine, and consumer products. Can also be offered in a distance learning format. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

CHEM 105L: Chemistry in the Human Environment: Laboratory

(1.0 Unit) (Prerequisite: Chemistry 105 or concurrent enrollment. Three laboratory hours weekly.)

An optional laboratory-demonstration course to accompany Chemistry 105. The combination of Chemistry 105 and 105L will meet general elective requirements for a physical science with laboratory. (CSU/UC) AA/AS Area A, CSU Area B-1 or B-3, IGETC Area 5A

CHEM 110: Chemistry for Allied Health Sciences

(5.0 Units) (Prerequisite: Eligibility for Math 101 or completion of Math 95 or Math 95B. Note: On the FIRST day of instruction, students are required to present to the instructor confirmation that the prerequisite of the course has been met. Four lecture and three laboratory hours weekly.)

This is an introductory one-semester survey of the fundamental concepts and laboratory techniques of general, organic, and biochemistry with emphasis on the processes of the human body. This course is designed to meet admission requirements for the A.S. degree in Registered Nursing and other allied health sciences. It also fulfills a general elective requirement in physical sciences. (CSU) AA/AS Area A, CSU Area B-1 or B-3

CHEM 114: Introduction to Chemistry

(5.0 Units) (Prerequisite: Eligibility for Math 103. Note: On the FIRST day of instruction, students are required to present to the instructor confirmation that the prerequisite of the course has been met. Four lecture and three laboratory hours weekly.)

This course covers problem-solving techniques using dimensional analysis, basic principles of inorganic chemistry, and elementary qualitative and quantitative laboratory experiments. This course is designed to prepare students for Chemistry 115 and Chemistry 131. It satisfies a California State University general education requirement in physical sciences as well as a requirement by COM nursing program. Chemistry 114 and Chemistry 115 represent one year of chemistry for most baccalaureate programs in nursing, health sciences, physical therapy, laboratory and medical technology, as well as non-science majors. (CSU/UC) AA/AS Area A, CSU Area B-1 or B-3, IGETC Area 5A

CHEM 115: Survey of Organic and Biochemistry

(4.0 Units) (Prerequisite: Chemistry 114. Note: On the FIRST day of instruction, students are required to present to the instructor confirmation that the prerequisite of the course has been met. Limit to Enrollment: Not open to those who have had Chemistry 231. Three lecture and three laboratory hours weekly.)

This is a one-semester survey of the classes of organic compounds with emphasis on materials of interest to students of biological sciences. The chemistry and metabolism of proteins, carbohydrates, lipids, and nucleic acids are stressed. The laboratory covers techniques in organic chemistry with applications to biologically interesting compounds. This course is intended for dental hygiene, home economics, nursing (baccalaureate program), health science, laboratory and medical technology, preoptometry, some pre dental and nonphysical science majors. Chemistry 114 and 115 represent one year of chemistry for most baccalaureate programs in nursing, health science, laboratory and medical technology, and nonscience majors. (CSU/UC) CSU Area B-1 or B-3, IGETC Area 5A

CHEM 131: General Chemistry I

(5.0 Units) (Prerequisites: Chemistry 114 or satisfactory score on chemistry placement test and Math 103 or satisfactory score on math placement test. Note: On the FIRST day of instruction, students are required to present to the instructor confirmation that the prerequisite of the course has been met. Three lecture and six laboratory hours weekly.)

Fundamental principles of chemistry including such topics as atomic theory, nomenclature, thermochemistry, bonding, structure and polarity, stoichiometry, gases, liquids and solids, intermolecular forces, solutions, and a brief introduction to organic chemistry and biochemistry. This is not an introductory course. Students are assumed to have a good grasp of certain chemical and mathematical concepts, as well as prior laboratory experience. (CSU/UC) AA/AS Area A, CSU Area B-1 or B-3, IGETC Area 5A

CHEM 132: General Chemistry II

(5.0 Units) (Prerequisite: Chemistry 131. Four lecture and three laboratory hours weekly.)

This course is a continuation of Chemistry 131, emphasizing kinetics, thermodynamics, aqueous solution equilibria, 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 or B-3, IGETC Area 5A

CHEM 132E: General Chemistry II, Lecture Only

(3.0 Units) (Prerequisite: Chemistry 131. Three lecture hours weekly.)

Lecture material of Chemistry 132 for those engineering and science majors who need eight units of general chemistry with lab. Bioengineering and chemical engineering majors should enroll in Chemistry 132. Not open to those who have had Chemistry 132. (CSU/UC) CSU Area B-1, IGETC Area 5A

CHEM 139: Selected Topics

(0.5 - 6.0 Units)

CHEM 231: Organic Chemistry I

(5.0 Units) (Prerequisite: Chemistry 132. Advisory: A college-level English course. Three lecture and six laboratory hours weekly.)

The first semester of the one-year organic chemistry course for chemistry, biology, biochemistry, chemical engineering, environmental and health sciences, premedical, and pre dental majors. (CSU/UC) CSU Area B-1 or B-3, IGETC Area 5A

CHEM 232: Organic Chemistry II

(5.0 Units) (Prerequisite: Chemistry 231. Three lecture and six laboratory hours weekly.)

The second semester of the one-year organic chemistry course including laboratory for students majoring in chemistry, biochemistry, and most premedical and pre dental curricula. Students who need only eight units of organic chemistry, see Chemistry 232E. (CSU/UC) CSU Area B-1 or B-3, IGETC Area 5A

CHEM 232E: Organic Chemistry II, Lecture Only

(3.0 Units) (Prerequisite: Chemistry 231. Three lecture hours weekly.)

The second semester of the one-year organic chemistry course without laboratory for those who need a total of eight units, such as some biology, environmental science, health, and chemical engineering majors. (CSU/UC) CSU Area B-1

CHEM 249: Directed Study

(1-3 units) (Please see Directed Study category. Limit to Enrollment: Chemistry 131 with a grade of "B" or higher. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.)

A course designed to give the student an opportunity to participate in a research project, with emphasis on original work in the investigation and application of principles of chemistry. The student will prepare a formal written outline of the extent and objectives of study, conferring with instructor to determine appropriate credit and criteria for submission prior to normal registration. During their studies, students must confer weekly with the instructor who may revise terms and will determine final credit and grade. This course may be taken more than once for credit. (CSU w/limit)

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

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

Department Phone: (415) 485-9348

Policy Statement Regarding Sequence of Enrollment in Modern Language Classes

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

Chinese Courses (CHIN)

All Chinese courses can be taken for a letter grade or pass/no pass. In general, courses required for a transfer student's four-year major should be taken on a letter grade basis.

CHIN 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

CHIN 101: Elementary Chinese Mandarin I

(5.0 Units) (No prerequisite. Four lecture and three laboratory hours weekly.)

The primary goal of Chinese Mandarin I is to help students develop proficiency in listening and speaking skills and a foundation in literacy skills. At the same time, students will also gain knowledge and appreciation of Chinese culture. The 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 6: UC Language Other Than English

CHIN 102: Elementary Chinese Mandarin II

(5.0 Units) (Prerequisite: Chinese 101. Four lecture and three laboratory hours weekly.)

Chinese 102 is a continuation of Chinese 101, a course of elementary Chinese Mandarin for non-native speakers. It aims at helping students develop further communicative skills in Chinese Mandarin. At the same time, students will gain new knowledge

and appreciation of Chinese culture, history and China's new role in global economics and politics. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B or 6: UC Language other than English

CHIN 110: Conversational Chinese (Mandarin) I

(4.0 Units) (No prerequisite. Three lecture and three laboratory hours weekly.)

This class offers an intensive study of practical Chinese conversation, designed for students who wish to acquire skills of the spoken language in modern colloquial Mandarin for travelers and those doing business dealings in or with China. There will be oral practice in speaking and understanding Chinese through the use of audiovisual packages related to daily working environment and life. Topics will include: everyday conversation among in-group (husband-wife, friend-friend, among the family), everyday conversation between out-groups (superior-inferior, between the unknowns), non-verbal communications and culturally correct Chinese conversation. (CSU)

CHIN 112: Conversational Chinese (Mandarin) II

(4.0 Units) (Prerequisite: Chinese 110.) Three lecture and three laboratory hours weekly.)

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

CHIN 139: Selected Topics

(0.5 - 6.0 Units)

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.

Department Phone: (415) 485-9642

NONCREDIT ENGLISH AS A SECOND LANGUAGE (ESLN)

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) 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 comp). 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.

COMMUNICATIONS

For additional Communications courses, please see Film and Video.

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

Career Options

Animator, Announcer, Broadcast Technician, Camera Operator, Community Affairs Director, Disc Jockey, Engineering Technician, Film Director, Film Editor, Freelance Film Maker, Light Technician, News Broadcaster, News Director, Producer, Production Engineer, Program Assistant, Promotion Sales Manager, Public Relations

Representative, Reporter, Sales Account Executive, Screenwriter, Sound Editor, Sound Recorder, Sportscaster, Studio Technician, Teacher, Traffic Manager, Tutor, Videotape Photographer, Writer

Faculty

Michael Dougan, Bonnie Borenstein

Department Phone: (415) 485-9348

Transfer

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

A.A. in Communications, Mass Communications Option

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

Requirements			Units
COMM 110	Introduction to Mass Communication		3
Or			
JOUN 110	Introduction to Mass Communication		3
COMM 150	Introduction to Filmmaking		4
COMM 160	Images of Race, Gender, and Class in the Media		3
Or			
JOUN 160	Images of Race, Gender, and Class in the Media		3
COMM 161	Film and Television Writing		3
One course to be chosen from the following:			
COMM 109A	History of Film: Beginning to 1950		4
Or			
HUM 109A	History of Film: Beginning to 1950		4
COMM 109B	History of Film: 1950 to the Present		4
Or			
HUM 109B	History of Film: 1950 to the Present		4
Three additional units to be selected from the following:			
HIST 118	History of the United States II		3
JOUN 115	News Reporting/Writing		3
JOUN 125	Broadcast Journalism		3
SPCH 120	Interpersonal Communication		3
SPCH 122	Public Speaking		3
SPCH 155	Radio and Television Announcing and Performance		3

Communications Courses (COMM)

COMM 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

COMM 110: Introduction to Mass Communication

(3.0 Units) (No prerequisite. Advisory: Economics 125 or Ethnic Studies 125 or History 125 or Political Science 125 or Social Science 125. Can be taken for credit as Communications 110 or Journalism 110. Credit will be awarded for only one course. Three lecture hours weekly.)

A critical history survey of mass media from a humanities and social science perspective including print (newspapers, magazines, books), broadcast (radio and television), film, audio recording, images, news gathering and reporting, public relations, advertising, media rights and responsibilities, media ethics and impact, audience and feedback, cybermedia, and global media. Students will examine form, content, and consequences of mass media in our society. Designed for general education, career exploration, and consumer understanding of the interaction and influences among and between media and our culture. Can also be offered in a distance learning format. (CSU/UC) AA/AS Area C, CSU Area D-7, IGETC Area 4

COMM 139: Selected Topics

(0.5 - 6.0 Units)

COMM 160: Images of Race, Gender, and Class in the Media

(3.0 Units) (No prerequisite. Can be taken for credit as Communications 160 or Journalism 160. Credit will be awarded for only one course. Three lecture hours weekly.)

This course will address a variety of entertainment and news content in print and electronic media. In studying the social construction of race and gender, we will consider and investigate all sides of issues. The focus of this course is on contemporary media texts examined within their historical context. Students will learn methods of media analysis and apply them to the study of various media texts. Additionally, we will explore the connections among media representations of race and gender and other social constructions, which will include class, ethnicity, sexual orientation, age, and disability. In covering race, the course will address the experiences of African-Americans, Native Americans, Asian-Americans, Arab-Americans, and Latinos in the United States. With regard to gender, this course will address the social construction of femininity as well as masculinity. (CSU/UC) AA/AS Areas C and G, CSU Area D-3 or D-4, IGETC Area 4

COMM 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment: One course in the discipline and/or prerequisite(s) determined by the appropriate discipline. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)

COMPUTER INFORMATION SYSTEMS

The Computer Information Systems curriculum is designed to provide education for computer-related careers, professional advancement, and transfer preparation. Courses provide "hands-on" computer use that emphasizes the development of the skills

necessary for employment and personal use of computers. Program specialties include desktop network, desktop publishing, microcomputer manager, and microcomputer programmer.

Career Options

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

Faculty

John Hinds, Robert P. Kennedy, Michael Ransom, A. Joe Ritchie, Lawrence M. Tjernell

Department Phone: (415) 485-9610

Transfer

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

Repeatability Policy Statement for Computer Information Systems Courses

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

A.S. in Computer Information Systems, Occupational

(Certificates of Achievement in Desktop Network Specialty, Desktop Publishing Specialty, Microcomputer Manager Specialty, and Microcomputer Programmer Specialty are awarded. Skills Certificates in Desktop A+ Centered, Microsoft Office Database Specialist, Microsoft Office Specialist, Network Security, Print Production, and Web Programming are also awarded.)

Study in the field of Computer Information Systems is designed to prepare students for entry-level positions. Specialty programs include Desktop Network Specialty, Desktop Publishing Specialty, Microcomputer Manager Specialty, and Microcomputer Programmer Specialty.

The Associate in Science degree is awarded for completion of all requirements in the core program and chosen specialty, as well as completion of general education and graduation requirements. A 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.

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

CORE PROGRAM

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

Requirements			Units
CIS	110	Introduction to Computer Information Systems	3
CIS	113	Presentations and Publications	1½
CIS	117	Introduction to Database Design and Programming	1½
CIS	118	Introduction to Spreadsheet Design	1½
CIS	122	Networking Essentials	1½
CIS	126	Introduction to Windows	1½
CIS	141	Introduction to HTML Programming	1½

SPECIALTIES

In addition to the core program listed above, each Computer Information Systems degree student will complete one of the following specialties (An additional specialty degree or certificate can be awarded only if twelve of the required units have not been used for any other degree or certificate):

Desktop Network Specialty

CIS	150	Personal Computer Server and Workstation Operating Systems	2
CIS	151	Implementing and Administering a Network Infrastructure for a Personal Computer Operating System	1½
CIS	153	Implementing and Administering a Directory Services Infrastructure for a Personal Computer Server Operating Systems	1½
CIS	155	Designing Security for a Personal Computer Server Operating System	1½
CIS	159	Network Security	1½
CIS	161	Introduction to Computer System Hardware	1½
CIS	162	Computer Operating Systems	1½
CIS	163	Computer System Peripherals	1½
CIS	164	Troubleshooting System Peripherals and Networking	1½

Desktop Publishing Specialty

ART	112	2-D Art Fundamentals	4
CIS	114	Print Design and Layout	1½
CIS	115	Print Production	2
CIS	213P	Internship in Print Publishing	3
MMST	123	Introduction to Multimedia Design	3

Microcomputer Manager Specialty

BUS	112	Financial Accounting	4
BUS	114	Beginning Computerized Accounting	1½
CIS	127	Intermediate Database Design	1½
CIS	128	Intermediate Spreadsheet Design	1½
CIS	143	Designing Web Sites	1½
CIS	150	Personal Computer Server and Workstation Operating Systems	2

Microcomputer Programmer Specialty

CIS	127	Intermediate Database Design	1½
CIS	137	Advanced Database Design	1½
CIS	142	Intermediate HTML and Scripting	1½
CIS	150	Personal Computer Server and Workstation Operating Systems	2
CIS	215	Visual BASIC Programming	3½
CIS	237	SQL Programming	1½

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.

Desktop A+ Centered Skills Certificate

Requirements			Units
CIS	151	Implementing and Administering a Network Infrastructure for a Personal Computer Server Operating System	1½
CIS	161	Introduction to Computer System Hardware	1½
CIS	162	Computer Operating Systems	1½
CIS	163	Computer System Peripherals	1½
CIS	164	Troubleshooting System Peripherals and Networking	1½

Microsoft Office Database Specialist Skills Certificate

Requirements			Units
CIS	117	Introduction to Database Design and Programming	1½
CIS	127	Intermediate Database Design	1½
CIS	137	Advanced Database Design	1½
CIS	200	Software Certification Test Preparation	½
CIS	237	SQL Programming	1½

Microsoft Office Specialist Skills Certificate

Requirements			Units
BOS 114	Beginning Word Processing		1½
CIS	117	Introduction to Database Design and Programming	1½
CIS	118	Introduction to Spreadsheet Design	1½

One Course From:

BOS	115	Intermediate Word Processing	1½
CIS	127	Intermediate Database Design	1½
CIS	128	Intermediate Spreadsheet Design	1½

Network Security Skills Certificate

Requirements			Units
CIS	150	Personal Computer Server and Workstation Operating Systems	1½
CIS	151	Implementing and Administering a Network Infrastructure for a Personal Computer Server Operating System	1½

CIS	153	Implementing and Administering a Directory Services Infrastructure for a Personal Computer Server Operating System	1½
CIS	155	Designing Security for a Personal Computer Server Operating System	1½
CIS	159	Network Security	1½

Print Production Skills Certificate

Requirements			Units
CIS	113	Presentations and Publications	1½
CIS	114	Print Design and Layout	1½
CIS	115	Print Production	2

Web Programming Skills Certificate

Requirements			Units
CIS	141	Introduction to HTML Programming	1½
CIS	142	Intermediate HTML and Scripting	1½
CIS	143	Designing Web Sites	1½

Microsoft Access Database Skills Certificate

Requirements			Units
CIS	117	Introduction to Database Design and Programming	1½
CIS	127	Intermediate Database Design	1½
CIS	137	Advanced Database Design	1½

Computer Information Systems Courses (CIS)

CIS 039: Selected Topics (Nondegree Applicable)
(0.5 - 6.0 Units)

CIS 101: Introduction to Personal Computers and Operating Systems

(1.5 Units) (No prerequisite. Two lecture and three laboratory hours weekly for eight weeks.)

This introductory course in the operation of the personal computer and its operating system is designed for beginning students with very little or no previous exposure to microcomputers. Students will be introduced to the hardware components, systems software, and applications programs of a personal computer. Through both lecture and laboratory experience, students will gain the skills and confidence necessary to succeed in additional application training courses in spreadsheets, database design, word processing, and Web page construction, as well as the transfer level comprehensive computer concepts course, CIS 110--Introduction to Computer Information Systems. (CSU)

CIS 110: Introduction to Computer Information Systems

(3.0 Units) (No prerequisite. Three lecture hours and one laboratory hour to be arranged weekly.)

This is an introductory survey of the needs for and roles of computer information systems within organizations. Emphasis is on computer requirements for organizations, history, hardware, programming, systems development, personal computers, Internet, and networks. Students will work with personal computers using application software for word processing, spreadsheets, and databases. Programs will be written and run in a high level language. This course is of interest to students in social sciences, humanities, vocational technical education, and business. Can also be offered in a distance learning format. (CSU/UC)

CIS 113: Presentations and Publications

(1.5 Units) (No prerequisite. Advisory: Computer Information Systems 101. Two lecture and three laboratory hours weekly for eight weeks.)

This course introduces the fundamental design and layout requirements for the creation of effective computer-generated presentations and printed documents for business. The course's lecture component focuses on the operation of software that aids in the creation of color presentations, business graphics, and standard printed documents (e.g., stationery, business cards, flyers, and brochures). The lab component allows students to learn and practice the operation of at least one of three software packages (presentation, business graphics, and page layout). Basic layout, composition, and issues regarding typography, use of color, and choice of various output media are the underlying and unifying topics for the course. (CSU)

CIS 114: Print Design and Layout

(1.5 Units) (Prerequisite: Computer Information Systems 113. Two lecture and three laboratory hours weekly for eight weeks.)

This course introduces the student to the operation of professional-level print design and layout software for the production of documents such as business forms, brochures, newsletters, posters, flyers, business identity materials, and other printed pieces. The course does not present fundamental design concepts per se; rather, it focuses on the functions of the tools of design, such as layout software and complementary graphics editing software. In addition, students will learn about the print publishing cycle, its component parts and its contributing experts. (CSU)

CIS 115: Print Production

(2.0 Units) (Prerequisite: Computer Information Systems 114. Three lecture and three laboratory hours weekly for eight weeks.)

This course follows CIS 114 in a sequence leading to an internship assignment or entry-level work in the digital print publishing industry. In this course, students use software tools (design and layout programs, graphic editing software, text editing software) to design and produce documents ready for the press. Students will work with computers configured in a local area network with shared resources, practice basic operations of vector and bitmapped graphics software, complete production jobs

using professional-level layout software, and apply new terms and concepts of the digital publishing industry in planning and spec-ing print production jobs. (CSU)

CIS 117: Introduction to Database Design and Programming

(1.5 Units) (No prerequisite. Advisory: Computer Information Systems 101. Two lecture and three laboratory hours weekly for eight weeks.)

This is a first course in the design and installation of a database for personal computers. Students will use a personal computer database software program to create and program database applications. (CSU)

CIS 118: Introduction to Spreadsheet Design

(1.5 Units) (No prerequisite. Advisory: Computer Information Systems 110 or 101. Two lecture and three laboratory hours weekly for eight weeks.)

In this first course in the design and application of spreadsheets for personal computers, students will use a personal computer spreadsheet software program to design, create, and use spreadsheets for accounting, and other business applications. (CSU)

CIS 122: Networking Essentials

(1.5 Units) (No prerequisite. Advisory: Computer Information Systems 101. Three lecture hours weekly for eight weeks.)

This course will cover the basic concepts of networks, including hardware, planning, implementation, and troubleshooting through the development of a case study. (CSU)

CIS 126: Introduction to Windows

(1.5 Units) (No prerequisite. Advisory: Computer Information Systems 101. Two lecture and three laboratory hours weekly for eight weeks.)

This course provides an introduction to Windows for personal computers. Topics include Windows environment, menus and dialog boxes, folder management, Explorer, disk maintenance, and other Windows tools. (CSU)

CIS 127: Intermediate Database Design

(1.5 Units) (Prerequisite: Computer Information Systems 117. Two lecture and three laboratory hours weekly for eight weeks.)

This is a continuation of CIS 117. Students will use the intermediate features of database software to design and implement database applications. Database applications will be created using development tools to integrate information from other applications, analyze data, utilize Internet capabilities, include forms for data input and validation, produce custom reports, and integrate databases for workgroups. (CSU)

CIS 128: Intermediate Spreadsheet Design

(1.5 Units) (No prerequisite. Advisory: Computer Information Systems 118. Two lecture and three laboratory hours weekly for eight weeks.)

This is a course that will further prepare students in their ability to create and to use accurate electronic spreadsheets on a personal computer. Students will learn techniques of designing business-oriented spreadsheets on a personal computer. Students will learn how to plan, write, and execute program codes to manipulate a data management software package to meet management, marketing, and other business needs. (CSU)

CIS 137: Advanced Database Design

(1.5 Units) (Prerequisite: Computer Information Systems 127. Two lecture and three laboratory hours weekly for eight weeks.)

This is a continuation of CIS 127, extending students' database application development knowledge using Access. Students will concentrate on advanced topics and techniques such as designing complex forms and reports, customizing the user interface, automating tasks with macros, using and writing Visual Basic for Applications code, and finally, managing and securing a database. (CSU)

CIS 139: Selected Topics

(0.5 - 6.0 Units)

CIS 141: Introduction to HTML Programming

(1.5 Units) (No prerequisite. Advisory: Computer Information Systems 110 or 101. Two lecture and three laboratory hours weekly for eight weeks.)

Hypertext Markup Language (HTML) is the language of the World Wide Web. In this class, students will learn how to design, code, and implement Web pages using HTML. The focus of this beginning class will be creating pages with textual and limited inline image data and links for both Internet and local area network Intranet applications. (CSU)

CIS 142: Intermediate HTML and Scripting

(1.5 Units) (No prerequisite. Advisory: Computer Information Systems 141. Two lecture and three laboratory hours weekly for eight weeks.)

This class is a continuation of CIS 141. Students will build on their knowledge of HTML and learn elementary client-side programming in JavaScript to add animation and interactive data exchange to Web pages. (CSU)

CIS 143: Designing Web Sites

(1.5 Units) (No prerequisite. Advisory: Computer Information Systems 142. Two lecture and three laboratory hours weekly for eight weeks.)

This course teaches students how to design and implement Web sites using Microsoft FrontPage. Students who understand how to use a simple text editor to develop source documents incorporating HTML, JavaScript, DHTML and server-side form handlers will learn how a Web site editor creates static and dynamic pages. Additionally, FrontPage's site management features will be fully explored. (CSU)

CIS 150: Personal Computer Server and Workstation Operating Systems

(2.0 Units) (Prerequisite: Computer Information Systems 122. Three lecture and three laboratory hours weekly for eight weeks.)

A course for students who will install, configure, and maintain network server and workstation operating systems. Students will configure client profiles and server roles in a network environment. (CSU)

CIS 151: Implementing and Administering a Network Infrastructure for a Personal Computer Server OS

(1.5 Units) (Prerequisite: Computer Information Systems 150. Two lecture and three laboratory hours weekly for eight weeks.)

This is a course for students who will install, configure, manage, monitor and troubleshoot a network server operating system infrastructure. This course concentrates on the following network services: DHCP, DNS, remote access, network protocols, IP routing and NetBios naming conventions within a network server-based operating environment. (CSU)

CIS 153: Implementing and Administering a Directory Services Infrastructure for a Personal Computer Server OS

(1.5 Units) (Prerequisite: Computer Information Systems 150. Two lecture and three laboratory hours weekly for eight weeks.)

This is a course for students who will install, configure, manage, monitor and troubleshoot Directory Services for a network server operating system. This course concentrates on the following: Directory Services and DNS, security and Directory Services within a network server-based operating environment. (CSU)

CIS 155: Designing Security for a Personal Computer Server Operating System

(1.5 Units) (Prerequisite: Computer Information Systems 150. Advisories: Business 101 and 112. Two lecture and three laboratory hours weekly for eight weeks.)

This is a course for students who will design and implement a security system to meet the business requirements of a network server operating system infrastructure. This course includes analysis of security system requirements, auditing access to resources, authenticating users, and encryption. (CSU)

CIS 158: Managing a Personal Computer Network Environment

(1.5 Units) (Prerequisite: Computer Information Systems 122. Advisory: Computer Information Systems 150. Two lecture and three laboratory hours weekly for eight weeks.)

This course provides students with experience managing a network which is based on a personal computer server operating system. Students will develop skills necessary to manage, monitor, and troubleshoot a personal computer network environment. Students will develop skills in setting up file, print and Web servers. Students will learn to manage, monitor, and troubleshoot the Active Directory structure in a network as well

as explore software deployment and group policy implementation. The process of setting up Remote Access, VPNs and Terminal Services in a network will be developed by hands-on practice with network server operating systems. (CSU)

CIS 159: Computer Network Security Basics

(1.5 Units) (Prerequisite: Computer Information Systems 122. Advisory: Computer Information Systems 153. Two lecture and three laboratory hours weekly for eight weeks.)

This course is designed to prepare the student to support, monitor, configure, and test basic security features applied to personal computer networks. The goal of this course is to provide the student with a fundamental understanding of network security. Students explore principles applied in a network. They will learn how to implement a variety of security settings for data and services. (CSU)

CIS 161: Introduction to Computer System Hardware

(1.5 Units) (No prerequisite. Two lecture and three laboratory hours weekly for eight weeks.)

This is a course that brings students up-to-date with the latest technology covered by the A+ exams. For the more experienced user, the course provides a fresh review and focus on what is required to meet the objectives of the A+ exams. (CSU)

CIS 162: Computer Operating Systems

(1.5 Units) (No prerequisite. Two lecture and three laboratory hours weekly for eight weeks.)

This is a course that brings students up-to-date with the latest operating systems covered by the A+ exams. For the more experienced user, the course provides a fresh review and focus on what is required to meet the objectives of the A+ exams. (CSU)

CIS 163: Computer System Peripherals

(1.5 Units) (No prerequisite. Two lecture and three laboratory hours weekly for eight weeks.)

This is a course that brings students up-to-date with the latest system peripherals included in the A+ exams. The course covers the installation, testing, troubleshooting, and maintenance of devices such as printers, disk drives, and monitors. (CSU)

CIS 164: Troubleshooting System Peripherals and Networking

(1.5 Units) (No prerequisite. Two lecture and three laboratory hours weekly for eight weeks.)

In this course, students develop the skills necessary to identify and resolve computer system hardware and operating system software problems. Included in this course are the networking concepts relating to system troubleshooting. (CSU)

CIS 200: Software Certification Test Preparation

(0.5 Unit) (No prerequisite. Advisories: Business Office Systems 114 or Computer Information Systems 117 or 118. One and one half laboratory hours weekly.)

In this course, students work with computer software to evaluate skill level in selected application software and prepare for software certification tests. May be taken four times for credit. (CSU)

CIS 213N: Internship in Networking

(3.0 Units) (Prerequisites: Computer Information Systems 150 and 158. Corequisites: Computer Information Systems 151 or 153 or 155. Advisories: Computer Information Systems 161 and 162. Two lecture and three laboratory hours weekly.)

This course bridges the gap between the classroom and the networking industry by providing an on-campus lecture class coupled with a short-term internship. Students gain an understanding of real networking work situations and expectations in a "real-life" context characterized by workgroup activities, multiple projects under deadline, and collaborative effort. Internships are not guaranteed. Projects may be suitable for students' portfolios. (CSU)

CIS 213P: Internship in Print Publishing

(3.0 Units) (Prerequisite: Computer Information Systems 115. Two lecture and three laboratory hours weekly.)

This course bridges the gap between the classroom and the printing industry by providing an on-campus lecture class coupled with a short-term internship, students gain an understanding of real print production work situations and expectations in a "real-life" context characterized by workgroup activities, multiple projects under deadline, and collaborative effort. Internships are not guaranteed. Projects may be suitable for students' portfolios. (CSU)

CIS 215: Visual BASIC Programming

(3.5 Units) (No prerequisite. Advisory: Computer Information Systems 110. Three lecture and two laboratory hours weekly.)

The students will plan and create their own interactive Windows applications using Visual BASIC on a personal computer. Problems will be presented in logic and computation to develop skill in developing interactive BASIC programs. (CSU/UC) AA/AS Area E

CIS 237: Introduction to SQL Programming

(1.5 Units) (No prerequisite. Advisory: Computer Information Systems 137. Two lecture and three laboratory hours weekly for eight weeks.)

This is a course extending students' relational database application development knowledge using SQL. Students will concentrate on learning the SQL programming language including: single and multiple-table queries, updating data, database administration, reports and embedded SQL. (CSU)

CIS 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment: Successful completion of twelve units in Computer Information Systems. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.)

This course is designed to give students an opportunity for independent study in computer information systems. (CSU w/ limit)

COMPUTER SCIENCE

Computers play an integral role in many professional fields today: architecture and design, graphics and animation, writing and editing, physical and social sciences, research and medicine, and many more. In computer science classes, students learn skills and applications that prepare them to enter the field as a software or hardware programmer, an application designer, or as an expert end-user.

Career Options

Administrator, Applications Engineer, Automation Specialist, Computer Customer Service Representative, Computer Hardware Specialist, Computer Sales Representative, Computer Software Specialist, Database Specialist, Electronics Engineer, Information Analyst, Operations Research Analyst, Programmer, Project Engineer, Systems Designer, Systems Management Engineer, Systems Programmer, Systems Research Manager, Systems Scientist, Teacher

Faculty

Frederick G. Schmitt

Department Phone: (415) 485-9510

Transfer

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

A.S. in Computer Science

With the rapid growth of computer and related technologies, preparation for a career in the computer sciences involves a course of study in the areas of basic science, mathematics and electrical engineering. There are two educational programs available to students interested in the computer sciences. The two areas are: (1) electrical engineering and computer science; and, (2) information science and software engineering. The student interested in computer architecture and design, control systems and communication theory, should consider electrical engineering and computer science programs (see A.S. in Engineering description). The information science and software engineering program will prepare those students interested in operating system and compiler design, graphics, and theoretical computer science, as described in the program below. Due to the diversity among degree programs, a student who plans to obtain a degree in computer science from a four-year college or university should examine carefully all relevant transfer information concerning the particular program.

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

Requirements

Freshman Year

COMP	110	Introduction to Computers	1
COMP	130	Introduction to Computer Programming	4
Or			
COMP	135	Introduction to Programming in Java	4
COMP	160	Computer Organization: An Assembly Language Perspective	3
MATH	115	Probability and Statistics	4
MATH	123	Analytic Geometry and Calculus I	4
MATH	124	Analytic Geometry and Calculus II	4
PHYS	207A	Mechanics and Properties of Matter	4

Sophomore Year

COMP	220	Data Structures and Algorithms	3
COMP	117	Discrete Mathematics	3
COMP	230	Programming in C	3
MATH	116	Linear Algebra	3
PHYS	207B	Electricity and Magnetism	4

Computer Science Courses (COMP)

COMP 110 and 112: pass/no pass 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.

COMP 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

COMP 075: Selected Applications

(1.0 Unit) (Prerequisite: Computer Science 110. Three laboratory hours weekly.)

This course offers experienced students the opportunity to further explore selected application packages running on the UNIX operating system on the Science Center computer. Applications include word processing, typesetting, the writer's workbench, graphing with Plot2d, the UNIX operating system, databases and others. This is a self-paced, self-directed course. May be taken four times for credit.

COMP 110: Introduction to Computers

(1.0 Unit) (No prerequisite. One-half lecture and one and one-half laboratory hours weekly.)

This course is an introduction to the computing facilities available on the Science Center computers. Students will learn the fundamentals of both the DOS and UNIX operating systems; how to log on, use an editor, manage files and send electronic mail. A brief introduction to graphing, statistics, and programming packages is also included. (CSU)

COMP 112: Introduction to UNIX

(0.5 Unit) (Prerequisite: Competence in any computer language. Two lecture hours weekly for four weeks.)

An accelerated introduction to the UNIX operating system for experienced programmers; how to log on, use an editor, manage files, and send electronic mail. (CSU)

COMP 115: Technical BASIC Programming

(1.5 Units) (No prerequisite. Two lecture and three laboratory hours weekly for eight weeks.)

This course is designed to introduce technical students to computers and computer programming using the BASIC language. (CSU)

COMP 117: Discrete Mathematics

(3.0 Units) (Prerequisite: Math 121 or 123. Also offered as Math 117. Students may receive credit for Computer Science 117 or Math 117, but not for both courses. Three lecture hours weekly.)

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

COMP 130: Introduction to Computer Programming

(4.0 Units) (Prerequisites: Math 103 and Computer Science 110. Computer Science 110 may be taken concurrently. Three lecture and three laboratory hours weekly.)

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

COMP 135: Introduction to Programming in JAVA

(4.0 Units) (Prerequisite: Math 103 or 103X and 103Y. Three lecture and three laboratory hours weekly.)

This course teaches students how to use a structured, object-oriented approach to build JAVA applications that solve real-world problems, and applets that can be deployed on a Web page. Principles of structured programming are illustrated with primitive data types and operations, control statements, arrays, and strings. Object-oriented programming discusses methods, objects, and classes, and continues with inheritance, polymorphism, abstract classes, and interfaces. Graphics programming and graphical user interfaces are emphasized along with event-driven programming and exception handling. Topics from multimedia and simple file input/output are also discussed. (CSU/UC) AA/AS Area E

COMP 136: Advanced JAVA

(4.0 Units) (Prerequisite: Computer Science 135 or equivalent. Three lecture and three laboratory hours weekly.)

This course will cover JAVA methods for exception processing and input/output; concurrency, networking and internationalization in JAVA; advanced graphical user interfaces; topics from JAVA database programming and servlets; and JavaServer pages and remote method invocation. (CSU/UC) AA/AS Area E

COMP 139: Selected Topics

(0.5 - 6.0 Units)

COMP 140: Fundamentals of Programming in FORTRAN

(4.0 Units) (Prerequisites: Math 121 or 123 and Computer Science 110. Both Math 121 or 123 and Computer Science 110 may be taken concurrently. Three lecture and three laboratory hours weekly.)

The complete standard FORTRAN 77 programming language. Emphasis is on problem solving and numerical methods, with applications to physical sciences, mathematics, engineering, and economics. (CSU/UC) AA/AS Area E

COMP 150A: Introduction to Computers for Scientists and Engineers

(2.0 Units) (Prerequisites: Math 104 and 105. Two lecture hours weekly.)

This course is an introduction to computer tools and techniques useful for scientific data analysis and problem solving. The course makes use of spreadsheet software (such as Microsoft Excel) and the MATLAB programming language. Students learn to perform routine data analysis, including use of mathematical equations, statistical analysis, graphing, and curve fitting, as well as basic programming structures and a variety of problem-solving techniques involving algebraic and trigonometric equations. (CSU/UC)

COMP 150B: Programming in MATLAB for Engineers

(2.0 Units) (Prerequisites: Computer Science 150A and Math 123. Two lecture hours weekly.)

Designed to meet computer programming requirements for engineering transfer students, when combined with the prerequisite COMP 150A course. Students outline, write, test, and debug computer programs to solve problems and display results, with emphasis on proper documentation of computer code and reports. Common examples and applications of physics and engineering are used throughout the course. (CSU/UC)

COMP 160: Computer Organization: An Assembly Language Perspective

(3.0 Units) (Prerequisite: Computer Science 130 or 140 or 230. Three lecture hours weekly.)

Description of a digital computer from a hardware point of view including organization of memory, registers, the central processing unit, peripheral devices, and control and data paths. (CSU/UC)

COMP 190: Prolog: Logic Programming and Artificial Intelligence

(3.0 Units) (Prerequisite: Competence in a programming language. Three lecture hours weekly.)

This course is an introduction to Prolog, a declarative, procedural programming language. Applications to problems in logic, expert systems, and artificial intelligence. Examples of windowing, graphics, and sound using Turbo Prolog. (CSU/UC)

COMP 200: Programming in LISP

(3.0 Units) (Prerequisite: Computer Science 130 or 190 or 230. Three lecture hours weekly.)

Fundamentals of symbolic computation using the LISP programming language, with special emphasis on the widely implemented Franz LISP dialect. Introduction to some of the principles and programming techniques used in artificial intelligence, with elementary applications to a wide variety of problems and areas such as heuristic problem solving, game playing, natural language processing, knowledge representation, pattern recognition, and associative database systems. (CSU/UC) AA/AS Area E

COMP 220: Data Structures and Algorithms

(3.0 Units) (Prerequisite: Computer Science 130 or 230. Three lecture hours weekly.)

This is a second programming course emphasizing the systematic design and implementation of larger programs, often using recursion. Topics include fundamental and self-adjusting dynamic data structures, specifically lists, stacks, queues, trees, graphs, and hash tables, with methods for their construction and maintenance; efficient algorithms for searching and sorting; string and file processing; and elementary principles of software engineering, object-oriented methods, and abstract data types. (CSU/UC)

COMP 230: Programming in C

(3.0 Units) (Prerequisite: Computer Science 130 or 140. Students without UNIX experience may take Computer Science 110 concurrently. Three lecture hours weekly.)

An introduction to the C programming language and to some of the advanced programming techniques it makes possible. (CSU/UC) AA/AS Area E

COMP 232: Programming in JAVA

(3.0 Units) (Prerequisite: Computer Science 230. Three lecture hours weekly.)

This course explains how to use a structured, object-oriented approach to build JAVA applications and applets. Principles of structured programming are illustrated with primitive data types and operations, control statements, arrays, and strings. Object-oriented programming begins with a discussion of methods, objects, and classes, and continues with class inheritance, polymorphism, abstract classes, and interfaces. Graphics programming and graphical user interfaces are introduced along with event-driven programming and exception handling. Some

topics from internationalization, multithreading, multimedia, file input/output, and networking may also be covered. (CSU/UC) AA/AS Area E

COMP 235: Programming in C++

(3.0 Units) (Prerequisite: Computer Science 230. Three lecture hours weekly.)

An introduction to the C++ programming language and to object-oriented programming concepts such as data abstraction, encapsulation, polymorphism, user-defined types, and inheritance. (CSU/UC)

COMP 249: Directed Study in Computer Science

(1-3 units)(Please see Directed Study category. Limit to Enrollment: A grade of "B" or higher in introductory computer courses such as Computer Science 140 or Computer Information Systems 110. Prior arrangement with the instructor is necessary.)

This offering is designed to encourage individual students to pursue studies in computer science not provided either in the program or in their foreseeable formal study elsewhere. (CSU w/ limit)

COUNSELING

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

Faculty

Rinetta Early, Robert E. Flynn, Theodora F. Fung, Bruce Furuya, Letta Hlavachek, Alexandra Magallanes-Rivera, Bessie Ng-Jung, Karen Robinson, Joetta S. Tenison-Scott, Rose Thompson, Wendy Ullman, Charles E. Williams, Toni Wittenmeier

Department Phone: (415) 485-9431

Disabled Students: (415) 485-9406

Counseling Courses (COUN)

COUN 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

COUN 070: Interpersonal Skills and Guidance

(0.5-1 Unit) (Prerequisite: Disabled student. One and one-half laboratory hours weekly for one-half unit and three laboratory hours weekly for one unit.)

A course designed to help disabled students discover avenues for realizing their best qualities in interpersonal communication and in life situations. Offers special guidance in learning confidence and ways to achieve best potential. Students are encouraged to share backgrounds, problems, and achievements with instructor and group. May be repeated for credit.

COUN 114: College Success Investigations

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course is an in-depth guide designed to introduce individuals to the role of higher education in society and understanding their role as students within the academic community. It will focus on the determination of personal and professional life goals using a reflective model of decision-making that integrates theory and practice that is applicable in a variety of situations over an individual's lifespan. The course focuses on academic and career planning, study skills, team development and self-understanding. Students will function as an interdependent group, supporting each other in a broad range of educational and personal issues. Faculty from a variety of disciplines will give presentations designed to assist students in their academic and career planning. (CSU/UC)

COUN 115A: Planning for Success in College

(0.5 Unit) (No prerequisite. One-half lecture hour weekly for one-half unit.)

This course will focus on how to successfully prepare to transfer to UC, CSU, and private universities and colleges. Topics will include developing an educational plan and selecting courses for transfer, admission criteria and the review process, choosing a college major, developing an effective personal statement, completing applications, and use of Internet resources. (CSU)

COUN 115B: Planning for Success in College

(1.0 Unit) (No prerequisite. One lecture hour weekly for one unit.)

This course will focus on how to successfully prepare to transfer to UC, CSU, and private universities and colleges. Topics will include developing an educational plan and selecting courses for transfer, admission criteria and the review process, choosing a college major, developing an effective personal statement, completing applications, and use of Internet resources. (CSU)

COUN 125: How to Study Effectively

(1.0 Unit) (No prerequisite. Sixteen lecture hours per semester.)

This course is designed to introduce the student to proven study techniques including assessing learning styles, time management, stress reduction, listening and lecture note taking, efficient textbook reading, preparing for exams, improving memory, and critical thinking and writing. (CSU)

COUN 125L: Effective Study Skills Lab

(0.5 Unit) (No prerequisite. Two laboratory hours weekly.)

This course provides students the opportunity to assess their current study skills, and in the lab setting develop and practice proven study techniques in effective textbook reading, active listening, lecture note taking, exam preparation, memory and concentration improvement, and time budgeting. May be taken four times for credit. (CSU)

COUN 130: Career Life Skills Planning

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course focuses on the determination of personal and professional life goals using a reflective model of decision-making that integrates theory and practice that is applicable in a variety of situations over an individual's lifespan. Through a study of career decision making, students explore the impact of psychosocial, physical and affective factors on their own cognitive processes. This comprehensive approach to career planning will include exploration of interests, personality traits, values, and motivations. Self-knowledge and understanding of the globalization of the workforce will address understanding workplace cultural pluralism, technological awareness, and one's role and impact in the workforce on the environment. Career planning will address linkages to choosing a college major, educational planning, changing jobs and career fields. (CSU/UC) CSU Area E

COUN 132: Computerized Career Planning

(0.5 Unit) (No prerequisite. One and one-half independent study hours weekly.)

A self-directed study focusing on one's vocational interests and career utilizing a computerized guidance system, Eureka. Various assessment inventories will be used in conjunction with the Eureka Guidance System, counseling services, and current literature topics in vocational guidance. This course is designed to aid the student in making more effective career decisions. (CSU)

COUN 133A: Career Exploration

(0.5 Unit) (No prerequisite. One-half lecture hour weekly.)

This is a short course introducing self-assessment including interests, skills, values, and personality style, as it relates to career transition and choosing a major. (CSU)

COUN 133B: Career Exploration

(1.0 Unit) (No prerequisite. One lecture hour weekly.)

This course provides the student with a practical approach to making career and educational decisions. Self-assessment inventories and assignments will help students discover their interests, values, skills, and personality style. Students will learn to make career decisions that are compatible with their unique personality and interests. (CSU)

COUN 135: Effective Job Search Strategies

(0.5 Unit) (No prerequisite. Eight lecture hours per semester.)

This course provides practical step-by-step instructions for the job search process. Emphasis will be on career testing, job hunting methods and techniques, resume and cover letter preparation, and interviewing and follow-up procedures. (CSU)

COUN 139: Selected Topics*(0.5 - 6.0 Units)***COUN 140: Effective Communication for Peer Counselors***(2.0 Units) (No prerequisite. One lecture and three laboratory hours weekly for eight weeks.)*

A course designed to train students who will work with people to be more effective in their interpersonal communication. (CSU)

COUN 141: Peer Counseling*(1.0 Unit) (Prerequisite: Counseling 140. One lecture and three laboratory hours weekly for eight weeks.)*

A course designed to train students to be effective peer counselors. (CSU)

COUN 142: Peer Counseling Seminar and Field Experience*(2.0 Units) (Prerequisite: Counseling 141. One lecture and three laboratory hours weekly.)*

During the lecture/seminar hour, emphasis will be on topics pertaining to fieldwork experience. In addition, students will work three hours per week as peer counselors. (CSU)

COUN 153A: Group Process A*(0.5 Unit) (No prerequisite. One-quarter lecture and three-quarter laboratory hour weekly.)*

This course is designed to provide students an opportunity to participate in a small group experience for the purpose of examining their behavior and the concepts of group behavior. The group will function as a mini-laboratory to improve self-awareness and communication with others according to individual needs and interests. (CSU)

COUN 153B: Group Process B*(1.0 Unit) (No prerequisite. One-half lecture and one and one-half laboratory hours weekly.)*

This course is designed to provide students an opportunity to participate in a small group experience for the purpose of examining their behavior and the concepts of group behavior. The group will function as a mini-laboratory to improve self-awareness and communication with others according to individual needs and interests. May be taken four times for credit. (CSU)

COUN 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment: One course in the discipline and/or prerequisite(s) determined by the appropriate discipline. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)

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, Free-lance Reporter, Hearing Reporter

Faculty

Thomas Holub

Department Phone: (415) 457-8811, Ext. 8226

In order for a person to qualify from a school to take the state licensing examination, the person shall complete a program at a recognized school. For information concerning the minimum requirements that a Court Reporting Program must meet in order to be recognized, contact: The Court Reporters Board of California; 2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833; (916) 263-3660.

Court Reporting Program options are recognized by:

The Court Reporters Board of California
2535 Capitol Oaks Drive, Suite 230
Sacramento, CA 95833
Phone: (916) 263-3660

**A.S. in Court Reporting, Occupational,
Machine Shorthand Option in Legal or Medical
Secretary, Scopist, Medical Transcriptionist, or
Text Entry Specialist**

(Certificate of Achievement also awarded)

The Machine Shorthand Option is offered only at the Indian Valley Campus. This curriculum offers the student an opportunity to prepare for careers as a legal or medical secretary, scopist for court reporters, medical transcriptionist, or text entry specialist. The courses will also partially fulfill the Certified Shorthand Reporters Board requirements to "qualify" to take the State Certified Shorthand Reporters Examination. An Associate in Science degree in Court Reporting, Machine Shorthand Option is earned by completing the courses listed below and the College of Marin graduation requirements. A 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.

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. English 95, 96, 97, 98A, and 98B are required in order to "qualify" to take the state licensing examination. All students should consult a counselor.

Requirements**Units**

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.

Fall Semester

COUR	110	Theory of Machine Shorthand	8
COUR	166	Law Library Skills	1½
COUR	167	Procedures and Ethics for the Court/Deposition Reporter	1
ENGL	95*	Advanced Spelling	1
ENGL	96*	Advanced Vocabulary	1

Spring Semester

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

Summer Session

COUR	115F	Beginning Machine Shorthand Four-Voice: Level II-F	2
COUR	115S	Beginning Machine Shorthand Literary: Level II-S	2
COUR	125J	Intermediate Machine Shorthand Jury-Charge: Level III-J	2
COUR	125T	Intermediate Machine Shorthand Two-Voice: Level III-T	2

Fall Semester

COUR	125F	Intermediate Machine Shorthand Four Voice: Level III-F	2
COUR	125S	Intermediate Machine Shorthand Literary: Level III-S	2
COUR	150J	Intermediate Machine Shorthand Jury-Charge: Level IV-J	2
COUR	150T	Intermediate Machine Shorthand Two Voice: Level IV-T	2
COUR	169B	Transcript Preparation/Formatting	1
COUR	169C	Rapid-Data Entry	½
COUR	170	Microtranscription	1
MEDA	120	Medical Terminology I	3

Spring Semester

COUR	165	Legal Terminology	3
ENGL	97*	Critical Reading	1
MEDA	121	Medical Terminology II	3

* 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.

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. English 95, 96, 97, 98A, and 98B are required in order to "qualify" to take the state licensing examination. All students should consult a counselor.

PREREQUISITES

Completion of:

Court Reporting 110, 112, 115FJST, 125FJST, 150JT, 165, 166, 167, 169A, 169B, 169C, 170; English 95*, 96*, 97*, 98A*;
Medical Assisting 120, 121.

* Applied toward the Certificate of Achievement only.

Requirements	Units
--------------	-------

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

COUR	150F	Intermediate Machine Shorthand Four-Voice: Level IV-F	2
COUR	150S	Intermediate Machine Shorthand Literary: Level IV-S	2
COUR	175J	Intermediate Machine Shorthand Jury Charge: Level V-J	2
COUR	175T	Intermediate Machine Shorthand Two-Voice: Level V-T	2

Summer Session

COUR	175F	Intermediate Machine Shorthand Four-Voice: Level V-F	2
COUR	175S	Intermediate Machine Shorthand Literary: Level V-S	2
COUR	200J	Advanced Machine Shorthand Jury Charge: Level VI-J	2
COUR	200T	Advanced Machine Shorthand Two-Voice: Level VI-T	2

Fall Semester

COUR	210A	Advanced Machine Shorthand 5-Minute Four-Voice: Level VII-A	8
BUS	141	Intermediate Business English	2
W E	298B	Occupational Work Experience	2

Spring Semester

COUR	210B	Advanced Machine Shorthand 7.5-Minute Four Voice: Level VII-B	8
COUR	282	Certified Shorthand Reporter/Registered Professional Reporters Exam Preparation	2

Summer Session

COUR	210C	Advanced Machine Shorthand 10-Minute Four-Voice: Level VII-C	8
------	------	--	---

Court Reporting Courses (COUR)

Students must earn a letter grade in order to progress to the next skill level.

Students must also register for eight units of skill-building classes each semester to satisfy a Court Reporters Board of California regulation.

COUR 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

COUR 090: Legal Careers

(1.0 Unit) (No prerequisite. One lecture hour weekly.)

The student will explore the profession of law and related career opportunities including the practice of law, court reporting, paralegal, sales and marketing to the legal profession, administration of justice (police work, etc.), fiduciary administration (estates, trusts), and legal technology. Can also be offered in a distance learning format.

COUR 110: Theory of Machine Shorthand

(8.0 Units) (Prerequisite: Ability to type 30 words-a-minute. Five lecture and nine laboratory [four unsupervised] hours weekly.)

The student will study the theory and operation of the stenotype machine. This course is designed to develop knowledge of stenotype theory, machine dexterity, fluent reading of stenotype notes, and the ability to take dictation between 60 and 80 wpm for three minutes with better than 98% accuracy. Students will arrange for the rental or purchase of a stenotype machine at the student's expense prior to the first class meeting. Can also be offered in a distance learning format. (CSU)

COUR 112: Beginning Machine Shorthand Workshop: Level I

(4.0 Units) (Prerequisite: Court Reporting 110. Corequisites: Court Reporting 115J and 115T. Two and one-half lecture and four and one-half laboratory [two unsupervised] hours weekly.)

The student will complete the machine shorthand theory textbook. This course is designed to conclude the new stenotype theory principles; develop stenotype machine dexterity, improve fluent reading of stenotype notes; and the ability to take dictation at 75 wpm on 2-minute "Mandatory, Brief, and Phrase" tests and 3-minute unfamiliar Literary material with at least 90% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 115F: Beginning Machine Shorthand Four-Voice: Level II-F

(2.0 Units) (Prerequisite: Court Reporting 112. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 100 wpm on 4-minute 4-Voice tests with at least 90% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 115J: Beginning Machine Shorthand Jury Charge: Level II-J

(2.0 Units) (Prerequisite: Court Reporting 110. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 100 wpm on 3-minute Jury Charge tests with at least 90% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 115S: Beginning Machine Shorthand Literary: Level II-S

(2.0 Units) (Prerequisite: Court Reporting 112. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 100 wpm on 4-minute Literary tests at least 92.5% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 115T: Beginning Machine Shorthand Two-Voice: Level II-T

(2.0 Units) (Prerequisites: Court Reporting 110. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 100 wpm on 3-minute 2-Voice tests with at least 90% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

**COUR 125F: Intermediate Machine Shorthand
Four-Voice: Level III-F**

(2.0 Units) (Prerequisite: Court Reporting 115F. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 125 wpm on 5-minute 4-Voice tests with at least 97.5% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

**COUR 125J: Intermediate Machine Shorthand
Jury Charge: Level III-J**

(2.0 Units) (Prerequisite: Court Reporting 115J. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 125 wpm on 5-minute Jury Charge tests with at least 95% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

**COUR 125S: Intermediate Machine Shorthand
Literary: Level III-S**

(2.0 Units) (Prerequisite: Court Reporting 115S. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 125 wpm on 5-minute Literary tests with at least 95% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

**COUR 125T: Intermediate Machine Shorthand
Two-Voice: Level III-T**

(2.0 Units) (Prerequisite: Court Reporting 115T. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 125 wpm on 5-minute 2-Voice tests with at least 98.2% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 139: Selected Topics
(0.5 - 6.0 Units)**COUR 150F: Intermediate Machine Shorthand
Four-Voice: Level IV-F**

(2.0 Units) (Prerequisite: Court Reporting 125F. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 150 wpm on 7.5-minute 4-Voice tests with at least 97.5% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

**COUR 150J: Intermediate Machine Shorthand
Jury Charge: Level IV-J**

(2.0 Units) (Prerequisite: Court Reporting 125J. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 150 wpm on 5-minute Jury Charge tests with at least 95% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

**COUR 150S: Intermediate Machine Shorthand
Literary: Level IV-S**

(2.0 Units) (Prerequisite: Court Reporting 125S. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 150 wpm on 5-minute Literary tests with at least 95% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

**COUR 150T: Intermediate Shorthand Two-Voice:
Level IV-T**

(2.0 Units) (Prerequisite: Court Reporting 125T. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 150 wpm on 5-minute 2-Voice tests with at least 98.2% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization

with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 165: Legal Terminology

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

The instructor will cover the following areas: (a) the general concepts of the law to include real and personal property, negligence and personal injury, contracts, wills, probate and domestic relations, corporate law, insurance, criminal law and equity; (b) procedural law including trial procedures; subpoenas, depositions, appellate procedures, and the structure of the judicial system. Designed for either the legal secretary or the verbatim reporter. Field trips may include the courthouse, law library, jails and prisons. (CSU)

COUR 166: Law Library Skills

(1.5 Units) (No prerequisite. Three lecture hours weekly for eight weeks.)

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 will explore the basic organization and tools of a law library in the forms of court case reports and other judicial and administrative decisions; state, federal, and local legislation; legal encyclopedias, periodicals and summaries; and citations, abbreviations, and terms used in relation to these tools. The course will include field trips to the law library, and may include field trips to courthouses, jails and prisons. (CSU)

COUR 167: Procedures and Ethics for the Court/Deposition/CART Reporter

(1.0 Unit) (No prerequisite. Two lecture hours weekly for eight weeks.)

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) (Prerequisite: Court Reporting 110. Corequisite: Court Reporting 170. Two lecture hours weekly.)

The student will develop knowledge and skill in the use of a computer-aided transcription system. Introduction of the computerized stenotype machine, computer editing, printing, real-time reporting, and multimedia technology in the court reporting industry will be emphasized. Instruction is a combination of lecture/demonstration/simulation on the computer, and class discussion. (CSU)

COUR 169B: Transcript Preparation/Formatting

(1.0 Unit) (No prerequisite. Corequisite: Court Reporting 170. One lecture hour weekly.)

This course emphasizes the transcription of the verbatim record of depositions, hearings, and judicial proceedings with word processing and/or court reporting software. (CSU)

COUR 169C: Rapid Data Entry

(0.5 Unit) (Prerequisites: Court Reporting 110 and Court Reporting 169A. Corequisite: Court Reporting 170. One lecture hour weekly for eight weeks.)

Prepares the students to do computer data entry at 140 plus words-a-minute. The student will develop proficiency in the use of rapid-data-entry software, using the stenotype keyboard as the input and editing device. Instruction is a combination of lecture, demonstration on the computer, and class discussion. (CSU)

COUR 169D: Stenocaptioning I

(1.0 Unit) (Prerequisite: Court Reporting 169A or 169C. Three laboratory hours weekly.)

This course will concentrate on developing the skill and knowledge necessary to write a conflict-free stenographic reporting method to provide instantaneous translation with at least 95% accuracy. May be taken four times for credit. (CSU)

COUR 170: Microtranscription

(1.0 Unit) (No prerequisite. Corequisite: Court Reporting 169A or 169B or 169C. Three laboratory hours weekly.)

Open lab: students will complete assignments to develop their personal stenotype-to-English translation dictionaries. Jury charge, four-voice, question and answer, technical, and medical material will be emphasized during the entire semester. May be taken four times for credit. (CSU)

COUR 171: Four-Voice Speed and Accuracy Building

(1.0 Unit) (Prerequisite: Court Reporting 110. Three laboratory hours weekly.)

These courses concentrate on developing speed and accuracy on four-voice material through repetitive use of the videocassettes in the Learning Center. Court Reporting 171, 172, and 173 may each be taken a total of four times for credit, but combinations may not exceed 12 units. (CSU)

COUR 172: Four-Voice Speed and Accuracy Building

(2.0 Units) (Prerequisite: Court Reporting 110. Six laboratory hours weekly.)

These courses concentrate on developing speed and accuracy on four-voice material through repetitive use of the videocassettes in the Learning Center. Court Reporting 171, 172, and 173 may each be taken a total of four times for credit, but combinations may not exceed 12 units. (CSU)

COUR 173: Four-Voice Speed and Accuracy Building

(3.0 Units) (Prerequisite: Court Reporting 110. Nine laboratory hours weekly.)

These courses concentrate on developing speed and accuracy on four-voice material through repetitive use of the videocassettes in the Learning Center. Court Reporting 171, 172, and 173 may each be taken a total of four times for credit, but combinations may not exceed 12 units. (CSU)

COUR 175F: Intermediate Machine Shorthand Four-Voice: Level V-F

(2.0 Units) (Prerequisite: Court Reporting 150F. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 175 wpm on 10-minute 4-Voice tests with at least 97.5% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 175J: Intermediate Machine Shorthand Jury Charge: Level V-J

(2.0 Units) (Prerequisite: Court Reporting 150J. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 175 wpm on 5-minute Jury Charge tests with at least 95% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 175S: Intermediate Machine Shorthand Literary: Level V-S

(2.0 Units) (Prerequisite: Court Reporting 150S. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 175 wpm on 5-minute Literary tests with at least 95% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 175T: Intermediate Machine Shorthand Two-Voice: Level V-T

(2.0 Units) (Prerequisite: Court Reporting 150T. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 175 wpm on 5-minute 2-Voice tests with at least 98.2% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 200J: Advanced Machine Shorthand Jury Charge: Level VI-J

(2.0 Units) (Prerequisite: Court Reporting 175J. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 200 wpm on 10-minute unfamiliar Jury Charge tests with at least 95% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 200T: Advanced Machine Shorthand Two-Voice: Level VI-T

(2.0 Units) (Prerequisite: Court Reporting 175T. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 200 wpm on 5-minute unfamiliar 2-Voice tests with at least 98.2% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 210A: Advanced Machine Shorthand Five Minute Four-Voice: Level VII-A

(8.0 Units) (Prerequisite: Court Reporting 175F. Total of eight units of machine shorthand required. Five lecture and nine laboratory [four unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 200 wpm on 5-minute unfamiliar 4-Voice tests with at least 97.5% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 210B: Advanced Machine Shorthand Seven and One-Half Minute Four-Voice: Level VII-B

(8.0 Units) (Prerequisite: Court Reporting 210A. Total of eight units of machine shorthand required. Five lecture and nine laboratory [four unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 200 wpm on 7.5-minute unfamiliar 4-Voice tests with at least 97.5% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 210C: Advanced Machine Shorthand Ten Minute Four-Voice: Level VII-C

(8.0 Units) (Prerequisite: Court Reporting 210B. Total of eight units of machine shorthand required. Five lecture and nine laboratory [four unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 200 wpm on 10-minute unfamiliar 4-Voice tests with at least 97.5% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 225J: Advanced Machine Shorthand Five Minute Jury Charge: Level VIII-J

(8.0 Units) (Prerequisite: Court Reporting 200J. Total of eight units of machine shorthand required. Five lecture and nine laboratory [four unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 225 wpm on 5-minute unfamiliar Jury Charge tests with at least 95% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 225S: Advanced Machine Shorthand Five Minute Literary: Level VIII-S

(8.0 Units) (Prerequisite: Court Reporting 175S. Total of eight units of machine shorthand required. Five lecture and nine laboratory [four unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 200 wpm on 5-minute unfamiliar Literary tests with at least 95% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 225T: Advanced Machine Shorthand Five Minute Two-Voice: Level VIII-T

(8.0 Units) (Prerequisite: Court Reporting 200T. Total of eight units of machine shorthand required. Five lecture and nine laboratory [four unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 225 wpm on 5-minute unfamiliar 2-Voice tests with at least 95% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment: One course in the discipline and/or prerequisite(s) determined by the appropriate discipline. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)

COUR 282: Certified Shorthand Reporter/Registered Professional Reporter Exam Preparation

(1.0 Unit) (Prerequisites: Court Reporting 175 and 175L. Two lecture hours weekly for eight weeks.)

This course is a comprehensive review of legal terminology, professional practices, and applicable code sections in preparation for the Registered Professional Reporter and the Certified Shorthand Reporter examinations. May be taken three times for credit. (CSU)

COUR 282A: CSR/RPR Exam Preparation – Legal

(1.0 Unit) (No prerequisite. Two lecture hours weekly for eight weeks.)

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) (No prerequisite. Two lecture hours weekly for eight weeks.)

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) 485-9460

Repeatability Policy for Dance Courses

All dance courses may be taken four times for credit not to exceed a total of 40 dance units. Exception: Dance 108 is not repeatable. Repeatable lettered courses may be taken a total of four times, regardless of the letter: Dance 127AB, 130AB, 131AB, 228AB, 229AB, 241ABCD, and 260ABC.

A.A. in Dance

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

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

Technique Courses

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

Requirements Units

Nine technique courses are required for the major, distributed as follows (minimum of 14 units).

Ballet, two courses from:

DANC 115	Modern Ballet I	1½
Or		

DANC 116	Modern Ballet II	1½
----------	------------------	----

DANC 126	Ballet I	1½
----------	----------	----

DANC 127A	Ballet II	1½
-----------	-----------	----

DANC 127B	Ballet II	2
-----------	-----------	---

DANC 175	Summer Intensive: Workshop in Classical Performance II	1½
----------	--	----

DANC 228A	Ballet III	1½
-----------	------------	----

DANC 228B	Ballet III	2
-----------	------------	---

DANC 229A	Ballet IV	1½
-----------	-----------	----

DANC 229B	Ballet IV	2
-----------	-----------	---

Modern, two courses from:

DANC 130A	Modern Dance I	1½
-----------	----------------	----

DANC 130B	Modern Dance I	2
-----------	----------------	---

DANC 131A	Modern Dance II	1½
-----------	-----------------	----

DANC 131B	Modern Dance II	2
-----------	-----------------	---

DANC 172	Summer Intensive: Contemporary Dance Workshop I	1½
----------	---	----

DANC 173	Summer Intensive: Contemporary Dance Workshop II	1½
----------	--	----

DANC 232A	Modern Dance III	1½
-----------	------------------	----

DANC 232B	Modern Dance III	2
-----------	------------------	---

DANC 240A	Modern Dance IV	1½
-----------	-----------------	----

DANC 240B	Modern Dance IV	2
-----------	-----------------	---

Jazz, two courses from:

DANC 122	Jazz Dance I	1½
----------	--------------	----

DANC 123	Jazz Dance II	1½
----------	---------------	----

DANC 170	Summer Intensive: Workshop in Broadway Dance I	1½
----------	--	----

DANC 171	Summer Intensive: Workshop in Broadway Dance II	1½
----------	---	----

DANC 224	Jazz Dance III	1½
----------	----------------	----

DANC 225	Jazz Dance IV	1½
----------	---------------	----

History and Choreography, must complete the following:

DANC 108	Dance History	3
----------	---------------	---

DANC 135	Choreography	3
----------	--------------	---

Electives: Two additional courses from any of the above or from:

DANC 112	Dancing in America	1½
----------	--------------------	----

DANC 119	African Haitian Dance	1½
----------	-----------------------	----

DANC 121	Popular Dance Styles	1½
----------	----------------------	----

DANC 142	Beginning Tap	1½
----------	---------------	----

DANC 161	Beginning Ballroom	1½
----------	--------------------	----

DANC 132	Musical Theatre I	1½
----------	-------------------	----

Performance and Production

Students with a dance career in mind should perform as frequently as possible. Students who wish to choreograph or teach must have knowledge, by experience, of what dancers deal with in performance.

Requirements Units

One course from:

DANC 160	Introduction to Dance Performance Skills	1
----------	--	---

DANC 241A-D	Dance Company	3-6
-------------	---------------	-----

DANC 260A-C	Musical Production: Dance	1-3
-------------	---------------------------	-----

(Currently offered as DANC 139. Please contact Dance department for more information.)

One course from:

DANC 154	Dance Production	1
----------	------------------	---

Dance Courses (DANC)

DANC 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

DANC 108: Dance History: Dancing - The Pleasure, Power, and Art of Movement

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course covers the major theatrical traditions as well as dance as a social, cultural and religious expression. The course 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. The primal dance in all its diversity is a thread that connects all people. Popular dance is shown as the fusion of African and European cultures. May also be offered in a distance learning format. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

DANC 112: Dancing in America

(1.5 Units) (No prerequisite. One lecture and two laboratory hours weekly.)

An introduction to the basic skills of a variety of dance styles indigenous to America to be selected from such forms as street dance, ballroom, movement games, jazz, and tap. Two or three of these forms will be selected per semester for examination of their historical and socio-cultural backgrounds, movement theory, and execution of technique and style. May be taken four times for credit. (CSU/UC)

DANC 115: Modern Ballet I

(1.5 Units) (No prerequisite. One lecture and two laboratory hours weekly.)

Introduces the basics of classical ballet and how they may be integrated with modern dance techniques to form the idiom called modern ballet. Floor exercises, ballet barre, and center work using the two styles. Emphasis on proper body alignment, strength, flexibility and endurance. Please refer to the dance repeatability policy for requirements and limitations to repeat this course. May be taken four times for credit. (CSU/UC) AA/AS Area H

DANC 116: Modern Ballet II

(1.5 Units) (No prerequisite. Advisory: Dance 115. One lecture and two laboratory hours weekly.)

Further the student's knowledge of the synthesis of ballet and contemporary dance techniques at the intermediate level. Performance techniques will be introduced. Please refer to the dance repeatability policy for requirements and limitations to repeat this course. May be taken four times for credit. (CSU/UC) AA/AS Area H

DANC 117: Dancercise I

(1.5 Units) (No prerequisite. One lecture and two laboratory hours weekly.)

This is a dance course designed to promote total fitness through the use of a variety of styles of dance, rhythmic movement, aerobics, strengthening and relaxation exercises, Yoga and Pilates. This pulse-monitored program is structured to produce 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. Instructor supervised demonstrations and performances are designed to assist the student in reaching a satisfactory level of skill through repeated practice. May be taken four times for credit. (CSU/UC) AA/AS Area H

DANC 118: Dancercise II

(1.5 Units) (No prerequisite. Advisory: Dance 117. One lecture and two laboratory hours weekly.)

This is a dance course designed to promote total fitness through the use of a variety of dance styles, aerobics principles, strengthening, flexibility and relaxation exercises, Yoga and Pilates. This pulse monitored program is structured to produce greater metabolic efficiency, increased energy, endurance, strength, flexibility and stress relief through an introduction of a variety of dance styles including Latin, hip hop, swing, jazz, modern and disco. Instructor supervised demonstrations and performances are designed to assist the student in reaching a satisfactory level of skill through repeated practice. May be taken four times for credit. (CSU/UC) AA/AS Area H

DANC 119: African-Haitian Dance

(1.5 Units) (No prerequisite. One lecture and two laboratory hours weekly.)

This course will include skills in African-Haitian dance based on the technique of Katherine Dunham. Emphasis will be placed on the development of rhythmic awareness through barre and floor progressions. Movement phases will be based on authentic dances from Africa and the Caribbean Islands. Participants will learn to use their body parts polyrhythmically and in isolation. The history and the culture of the people will also be studied. May be taken four times for credit. (CSU/UC) AA/AS Area H, CSU Area C-1

DANC 121: Popular Dance Styles

(1.5 Units) (No prerequisite. One lecture hour and two laboratory hours weekly.)

This class will enhance the beginning student's skill in mastering popular dance styles of the twentieth century. By exploring the technical basis of these styles, it is hoped that insights will be gained necessary for understanding and appreciating the emergence of popular dance in the last century. May be taken four times for credit. (CSU/UC) AA/AS Area H, CSU Area C-1

DANC 122: Jazz Dance I

(1.5 Units) (No prerequisite. One lecture and two laboratory hours weekly.)

This class is primarily designed for students to develop a proficiency in beginning jazz dance technique. Rhythmic exercises and sequences, isolations, turns, walks, combinations, and poly-rhythmic movement will be covered. Jazz choreography will also be explored. In addition, students will be given an opportunity to learn about the historical development of America's self-created dance form. May be taken four times for credit. (CSU/UC) AA/AS Area H, CSU Area C-1

DANC 123: Jazz Dance II

(1.5 Units) (No prerequisite. Advisory: Dance 122. One lecture and two laboratory hours weekly.)

Emphasis in this class will be on the development of intermediate level jazz dance technique. Continued emphasis on rhythmic exercises and sequences, turns, walks, isolations, and polyrhythmic

movement. Further exploration of jazz choreography will be covered, as well as aspects of the historical development of jazz dance. May be taken four times for credit. (CSU/UC) AA/AS Area H

DANC 126: Ballet I

(1.5 Units) (No prerequisite. One lecture and two laboratory hours weekly.)

Beginning ballet with exercises for body awareness and alignment, flexibility, balance, strength, and stamina. Center floor work with basic adagio and allegro movements, jumps and turns. References to different national styles and ballet history. Please refer to the dance repeatability policy for requirements and limitations to repeat this course. May be taken four times for credit. (CSU/UC) AA/AS Area H, CSU Area C-1

DANC 127A: Ballet II A

(1.5 Units) (No prerequisite. Advisory: Dance 126. One lecture and two laboratory hours weekly.)

Intermediate ballet technique. Emphasis on body alignment and placement, foot articulation, leg rotation, port de bras. Attention to the linkage of steps and the quality of individual movements. Introduction to principles of artistic expression. Combinations of Dance 127AB may be taken a total of four times for credit. (CSU/UC) AA/AS Area H

DANC 127B: Ballet II B

(2.0 Units) (No prerequisite. Advisory: Dance 126. One lecture and three laboratory hours weekly.)

More intensive treatment of the material covered in Dance 127A. Includes exploration 1) of the dancer as artist and 2) of the elements of theatrical performance. Combinations of Dance 127AB may be taken a total of four times for credit. (CSU/UC) AA/AS Area H

DANC 130A: Modern Dance I A

(1.5 Units) (No prerequisite. One lecture and two laboratory hours weekly.)

Beginning modern dance technique. Explores positioning, alignment, and centering as they apply to balance, turns, elevations, and movement in and through space. Examines a variety of movement qualities, rhythms, and phrasing as well as space-time energy concepts. Combinations of Dance 130AB may be taken a total of four times for credit. (CSU/UC) AA/AS Area H, CSU Area C-1

DANC 130B: Modern Dance I B

(2.0 Units) (No prerequisite. One lecture and three laboratory hours weekly.)

Beginning modern dance technique. Explores positioning, alignment, and centering as they apply to balance, turns, elevations, and movement in and through space. Examines a variety of movement qualities, rhythms, and phrasing as well as space-time energy concepts. The extended hours provide the opportunity to explore and practice the materials in greater depth and progress at a faster rate. Combinations of Dance 130AB may be taken a total of four times for credit. (CSU/UC) AA/AS Area H, CSU Area C-1

DANC 131A: Modern Dance II A

(1.5 Units) (No prerequisite. Advisory: Dance 130A or 130B. One lecture and two laboratory hours weekly.)

Intermediate technique, adding falls and the sight reading of simple movement phrases to skills developed in Modern I. Continued emphasis on alignment, centering, balance and sensitivity to space time energy in movement. Combinations of Dance 131AB may be taken a total of four times for credit. (CSU/UC) AA/AS Area H

DANC 131B: Modern Dance II B

(2.0 Units) (No prerequisite. Advisory: Dance 130A or 130B. One lecture and three laboratory hours weekly.)

Intermediate technique, adding falls and the sight reading of simple movement phrases to skills developed in Modern I. Continued emphasis on alignment, centering, balance and sensitivity to space time energy in movement. The extended hours provide the opportunity to explore and practice the materials in greater depth and progress at a faster rate. Combinations of Dance 131AB may be taken a total of four times for credit. (CSU/UC) AA/AS Area H

DANC 132: Musical Theatre I

(1.5 Units) (No prerequisite. One lecture and two laboratory hours weekly.)

The study and practice of a variety of dance styles from musical theatre such as jazz, soft shoe, vaudeville, chorus line, ethnic dance, and ballroom dance. Explores the integration of music, dance and acting that is characteristic of musical theatre. Students will study Broadway musicals in groups, duets, or solos. Acting, vocal training, audition techniques, basic dance steps and terminology, and learning choreography are part of the study. Instructor supervised demonstrations and performances are designed to assist the student in reaching a satisfactory level of skill through repeated practice. May be taken four times for credit. Please refer to the dance repeatability policy for requirements and limitations to repeat this course. (CSU/UC) AA/AS Area H, CSU Area C-1

DANC 133: Musical Theatre II

(1.5 Units) (No prerequisite. Advisory: Dance 132. One lecture and two laboratory hours weekly.)

Designed for the actor/dancer/musician with an eye to creating and strengthening a performer versatile in the many movement styles found in musical theatre. Surveys the major dance styles of each decade in the history of the American Musical Theatre: vaudeville, tap, soft shoe of the 1930s, story ballet of the 1940s etc., as well as ethnic and character dance. Includes acting, vocal training, choreographic and audition techniques. Students may work on original choreography and/or solos, duets, quartets and chorus patterns. Culminates in a final musical theatre Cabaret performance. Instructor supervised demonstrations and performances are designed to assist the student in reaching a satisfactory level of skill through repeated practice. May be taken

four times for credit. Please refer to dance repeatability policy for requirements and limitations to repeat this course. (CSU/UC) AA/AS Area H, CSU Area C-1

DANC 135: The Art of Choreography I

(2.5 Units) (No prerequisite. Two lecture and two laboratory hours weekly.)

The craft of choreography, its ingredients and tools. Discussion and exploration of form, content, design and the elements of time, space, and energy. Examination of shapes, texture, focus, dynamics, rhythm, and phrasing. May be taken four times for credit. (CSU/UC) AA/AS Area H, CSU Area C-1

DANC 136: The Art of Choreography II

(2.5 Units) (No prerequisite. Advisory: Dance 135. Two lecture and two laboratory hours weekly.)

A continuation of skills developed in Dance 135. Choreography of solo, small, and large group pieces using traditional and avant-garde compositional forms. May be taken four times for credit. (CSU/UC) AA/AS Area H, CSU Area C-1

DANC 139: Selected Topics

(0.5 - 6.0 Units)

DANC 142: Tap Dance

(1.5 Units) (No prerequisite. One lecture and two laboratory hours weekly.)

This course will familiarize the student with the theory, terminology, history and technique of tap dancing as well as tap notation. The course includes footwork, progressions, patterns, and movement combinations which will be developed into dances using a variety of tap dance styles including Latin, Rhythm Tap, Irish, Soft Shoe, American, Buck and Wing. The history of the art of tap dancing, significant dancers and choreographers and performances, both live and on tape, will be examined and compared for their stylistic contributions to the art form. The students will study the place of tap dance in our historical, social and cultural background in American theatre, film and dance. May be taken four times for credit. (CSU/UC) AA/AS Area H

DANC 143: Tap Workshop

(0.5 Unit) (No prerequisite. Advisory: Dance 142. One-half lecture and one-half laboratory hour weekly.)

This course will present an intensified focus and application of one specific style of tap dancing to be chosen based on student interest and skill level. The focus of the study will be on a class-by-class basis. The course will familiarize the student with the theory, terminology, history and technique of tap dancing with a focus on one particular style to be chosen from the five styles taught in the survey course Dance 142. The course includes footwork, progressions, patterns and movement combinations that will be developed into dances using one tap dance style to be determined by the instructor. The history of the art of tap dancing, significant dancers and choreographers and performances, both live and on tape will be examined and compared for their stylistic contributions to the specific form of tap dancing being

studied each semester. The students will also study the place of tap dance in our historical, social and cultural background in American theater, film and dance. (CSU/UC) AA/AS Area H

DANC 154: Dance Production

(1.0 Unit) (No prerequisite. One-half lecture and two laboratory hours weekly.)

The production aspect of dance performance. Students participate in the technical and dress rehearsals for a performance, as well as completing tasks assigned by the director in the following areas: assistant to director, set design/construction, lighting, costuming, makeup, sound, special effects, budget and publicity. Instructor supervised demonstrations and performances are designed to assist the student in reaching a satisfactory level of skill through repeated practice. May be taken four times for credit. Please refer to dance repeatability policy for requirements and limitations to repeat this course. (CSU/UC) AA/AS Area H

DANC 160: Introduction to Dance Performance Skills

(1.0 Unit) (No prerequisite. One-half lecture and two laboratory hours weekly.)

Basic skills of rehearsal and performance. Development of projection, stage presence, mastering stage space and artistic expression. Students perform in and/or choreograph for group, small groups, duet or solo pieces that are presented in a studio venue. Please refer to the dance repeatability policy for requirements and limitations to repeat this course. May be taken four times for credit. (CSU/UC) AA/AS Area H

DANC 161: Beginning Ballroom Dance

(1.5 Units) (No prerequisite. One lecture and two laboratory hours weekly.)

Fundamentals of ballroom dance. Students learn the basics of such dances as the cha cha, fox-trot, waltz, salsa, and swing. Includes discussion of the origins and development of these dances, and their contribution to the dance world. May be taken four times for credit. (CSU/UC) AA/AS Area H

DANC 162: Continuing Ballroom Dance

(1.5 Units) (No prerequisite. One lecture and two laboratory hours weekly.)

Continuing fundamentals of ballroom dance. Students will add new step patterns, new dances, and more detailed styling to their basic knowledge of ballroom dances. Includes discussion of the history of the dances. May be taken four times for credit. (CSU/UC) AA/AS Area H

DANC 170: Summer Intensive: Workshop in Broadway Dance I

(1.5 Units) (No prerequisite. Three lecture and six laboratory hours weekly for six weeks during the summer.)

An intensive workshop focusing on a comparative analysis of the styles of Broadway dances from the past to the present. May be taken four times for credit. (CSU/UC) AA/AS Area H

DANC 171: Summer Intensive: Workshop in Broadway Dance II

(1.5 Units) (No prerequisite. Advisory: Dance 170. Three lecture and six laboratory hours weekly for six weeks during the summer.)

An intensive workshop focusing on the historical social sources which shaped Broadway dances with emphasis on learning to utilize these sources as a means of becoming an expressive interpreter of the art. May be taken four times for credit. (CSU/UC) AA/AS Area H

DANC 172: Summer Intensive: Contemporary Dance Workshop I

(1.5 Units) (No prerequisite. Three lecture and six laboratory hours weekly for six weeks during the summer.)

An intensive workshop experience focusing on movement, improvisation, and composition as related to the contemporary period. Beginning to intermediate level. May be taken four times for credit. (CSU/UC) AA/AS Area H

DANC 173: Summer Intensive: Contemporary Dance Workshop II

(1.5 Units) (No prerequisite. Advisory: Dance 172. Three lecture and six laboratory hours weekly for six weeks during the summer.)

This course is a continuation of the skills developed in Dance 172. It is an intensive workshop focusing on movement, improvisation, and composition as related to the contemporary period. Intermediate to advanced level. May be taken four times for credit. (CSU/UC) AA/AS Area H

DANC 175: Summer Intensive: Workshop in Classical Performance II

(1.5 Units) (No prerequisite. Advisory: Dance 126. Three lecture and six laboratory hours weekly for six weeks during the summer.)

This is an intermediate workshop requiring intermediate- to advanced-level classical movement skills. Emphasizes theatrical focus and projection as they relate to performance. Instructor-supervised demonstrations and performances are designed to assist the student in reaching a satisfactory level of skill through repeated practice. May be taken four times for credit. Please refer to Dance repeatability policy for requirements and limitations to repeat this course. (CSU/UC) AA/AS Area H

DANC 176: Summer Intensive: Workshop in Contemporary Classical Dance I

(1.5 Units) (No prerequisite. Advisory: Dance 126. Three lecture and six laboratory hours weekly for six weeks during the summer.)

This is an intensive workshop requiring intermediate- to advanced-level classical movement skills. Emphasizes theatrical focus and projection as they relate to performance. May be taken four times for credit. (CSU/UC) AA/AS Area H

DANC 222: Musical Theatre III

(1.5 Units) (No prerequisite. Advisory: Dance 133. One lecture and two laboratory hours weekly.)

A continuation of the skills developed in Dance 133, designed to strengthen the intermediate student's proficiency in the dance, vocal music and acting of musical theatre. Exploration of acting and audition techniques, methods of choreographing musicals and creating character through dance as a means to develop a versatile performer. Students have the opportunity to contribute original choreography and ideas. Includes discussion of the significant choreographic styles of various periods in American Musical Theatre and their socioeconomic and historical background. Culminates in a final musical theatre Cabaret performance. May be taken four times for credit. (CSU/UC) AA/AS Area H

DANC 224: Jazz Dance III

(1.5 Units) (No prerequisite. Advisory: Dance 123. One lecture and two laboratory hours weekly.)

Emphasis in this class will be on the development of advanced level jazz dance technique. Continued emphasis on rhythmic exercises and sequences, turns, walks, isolations, and polyrhythmic movement. Further exploration of jazz choreography will be covered, as well as aspects of the historical development of jazz dance. May be taken four times for credit. (CSU/UC) AA/AS Area H

DANC 225: Jazz Dance IV

(1.5 Units) (No prerequisite. Advisory: Dance 224. One lecture and two laboratory hours weekly.)

Emphasis in this class will be on the development of high level advanced jazz dance technique. Continued emphasis on rhythmic exercises and sequences, turns, walks, isolations, and polyrhythmic movement. Further exploration of jazz choreography will be covered, as well as aspects of the historical development of jazz dance. May be taken four times for credit. (CSU/UC) AA/AS Area H

DANC 228A: Ballet III A

(1.5 Units) (No prerequisite. Advisory: Dance 127A or B. One lecture and two laboratory hours weekly.)

Principles of ballet movement covered in Dance 127 are carried into advanced technique and vocabulary. Emphasis on fluidity of movement and on integration of the physical, mental, and emotional skills that create the total dancer. Combinations of Dance 228AB may be taken a total of four times for credit. Please refer to the dance repeatability policy for requirements and limitations to repeat this course. (CSU/UC) AA/AS Area H

DANC 228B: Ballet III B

(2.0 Units) (No prerequisite. Advisory: Dance 127A or B. One lecture and three laboratory hours weekly.)

Additional technical work, as well as exploration of major ballet styles (romantic, classical, contemporary), will be covered through videotape, discussion, and practice of ballet variations. Combinations of Dance 228AB may be taken a total of four times for credit. Please refer to the dance repeatability policy at the beginning of the dance section for requirements and limitations to repeat this course. (CSU/UC) AA/AS Area H

DANC 229A: Ballet IV A

(1.5 Units) (No prerequisite. Advisory: Dance 228A or 228B. One lecture and two laboratory hours weekly.)

A continuation of skills developed in Dance 228AB. Emphasis on integrating the dancer's physical skills of equilibrium, extension, elevation, and endurance with the intellectual and emotional skills that create the artistry of the advanced dancer. Combinations of Dance 229AB may be taken a total of four times for credit. Please refer to the dance repeatability policy for requirements and limitations to repeat this course. (CSU/UC) AA/AS Area H

DANC 229B: Ballet IV B

(2.0 Units) (No prerequisite. Advisory: Dance 228A or 228B. One lecture and three laboratory hours weekly.)

A continuation of skills developed in Dance 228AB. Emphasis on integrating the dancer's physical skills of equilibrium, extension, elevation, and endurance with the intellectual and emotional skills that create the artistry of the advanced dancer. Combinations of Dance 229AB may be taken a total of four times for credit. Please refer to the dance repeatability policy for requirements and limitations to repeat this course. (CSU/UC) AA/AS Area H

DANC 232: Modern Dance III

(2.0 Units) (No prerequisite. Advisory: Dance 131A or 131B. One lecture and three laboratory hours weekly.)

Advanced modern dance technique. Focuses on centering and energy flow as they function in alignment, turns, falls, extensions, elevations, and movements through space. Emphasizes learning to trust in the uniqueness of one's own movement expression. May be taken four times for credit. (CSU/UC) AA/AS Area H

DANC 232A: Modern Dance III

(1.5 Units) (No prerequisite. Advisory: Dance 131AB. One lecture and two laboratory hours weekly.)

Advanced modern dance technique. Focuses on centering and energy flow as they function in alignment, turns, falls, extensions, elevations and movements through space. Emphasis on learning to trust the uniqueness of one's own movement expression. Instructor supervised demonstrations and performances are designed to assist the student in reaching a satisfactory level of skill through repeated practice. May be taken four times for credit. (CSU/UC) AA/AS Area H

DANC 232B: Modern Dance III

(2.0 Units) (No prerequisite. Advisory: Dance 131AB. One lecture and two laboratory hours weekly.)

Advanced modern dance technique. Focuses on centering and energy flow as they function in alignment, turns, falls, extensions, elevations and movements through space. Emphasis on learning to trust the uniqueness of one's own movement expression. Instructor supervised demonstrations and performances are designed to assist the student in reaching a satisfactory level of skill through repeated practice. May be taken four times for credit. (CSU/UC) AA/AS Area H

DANC 240: Modern Dance IV

(2.0 Units) (No prerequisite. Advisory: Dance 232. One lecture and three laboratory hours weekly.)

A continuation of skills developed in Dance 232 with emphasis on technical control as it relates to individual anatomical structure, and on the student as performer. May be taken four times for credit. (CSU/UC)

DANC 241A: Dance Company A

(3.0 Units) (Prerequisite: Audition required. One and one-third lecture and five laboratory hours weekly.)

Students rehearse and perform faculty choreography in a formal concert (Predetermined number of scheduled performances). Focus on technique, choreographic phrasing, artistry, and performance presence. Combinations of Dance 241ABCD may be taken a total of four times for credit. Please refer to the dance repeatability policy for requirements and limitations to repeat this course. (CSU/UC) AA/AS Area H

DANC 241B: Dance Company B

(4.0 Units) (Prerequisite: Audition required. One and three-quarters lecture and six and two-thirds laboratory hours weekly.)

Students rehearse and perform faculty choreography in a formal concert (Predetermined number of scheduled performances). Focus on technique, choreographic phrasing, artistry, and performance presence. Combinations of Dance 241ABCD may be taken a total of four times for credit. Please refer to the dance repeatability policy for requirements and limitations to repeat this course. (CSU/UC) AA/AS Area H

DANC 241C: Dance Company C

(5.0 Units) (Prerequisite: Audition required. Two and one-quarter lecture and eight and one-third laboratory hours weekly.)

Students rehearse and perform faculty choreography in a formal concert (Predetermined number of scheduled performances). Focus on technique, choreographic phrasing, artistry, and performance presence. Combinations of Dance 241ABCD may be taken a total of four times for credit. Please refer to the dance repeatability policy for requirements and limitations to repeat this course. (CSU/UC) AA/AS Area H

DANC 241D: Dance Company D

(6.0 Units) (Prerequisite: Audition required. Two and two-thirds lecture and ten laboratory hours weekly.)

Students rehearse and perform faculty choreography in a formal concert (Predetermined number of scheduled performances). Focus on technique, choreographic phrasing, artistry, and performance presence. Combinations of Dance 241ABCD may be taken a total of four times for credit. Please refer to the dance repeatability policy for requirements and limitations to repeat this course. (CSU/UC) AA/AS Area H

DANC 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment: One course in the discipline and/or prerequisite(s) determined by the appropriate discipline. Prior arrangement with instructor is nec-

essary. Three laboratory hours weekly per unit.) (CSU w/limit)

DANC 260A: Musical Production: Dance A

(1.0 Unit) (Prerequisite: Audition. One-sixth lecture and two and one-half laboratory hours weekly.)

Participation in a musical production presented by the Performing Arts Department. Emphasis on the utilization of a synthesis of dance techniques incorporating ballet, modern, and jazz; on learning and memorizing choreography; on developing an aesthetic sense of how the dance interfaces with other elements of a musical production, and on taking direction from the choreographer, stage and musical directors. Each may be taken a total of four times for credit, but combinations of Dance 260ABC may not exceed 12 units. (CSU/UC) AA/AS Area H

DANC 260B: Musical Production: Dance B

(2.0 Units) (Prerequisite: Audition. One-third lecture and five laboratory hours weekly.)

Participation in a musical production presented by the Performing Arts Department. Emphasis on the utilization of a synthesis of dance techniques incorporating ballet, modern, and jazz; on learning and memorizing choreography; on developing an aesthetic sense of how the dance interfaces with other elements of a musical production, and on taking direction from the choreographer, stage and musical directors. Each may be taken a total of four times for credit, but combinations of Dance 260ABC may not exceed 12 units. (CSU/UC) AA/AS Area H

DANC 260C: Musical Production: Dance C

(3.0 Units) (Prerequisite: Audition. One half lecture and seven and one-half laboratory hours weekly.)

Participation in a musical production presented by the Performing Arts Department. Emphasis on the utilization of a synthesis of dance techniques incorporating ballet, modern, and jazz; on learning and memorizing choreography; on developing an aesthetic sense of how the dance interfaces with other elements of a musical production, and on taking direction from the choreographer, stage and musical directors. Each may be taken a total of four times for credit, but combinations of Dance 260ABC may not exceed 12 units. (CSU/UC) AA/AS Area H

DENTAL ASSISTING: REGISTERED

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

Career Options

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

Faculty

Grace Hom, CDA, RDAEF, MA – Program Coordinator

Department Phone: (415) 485-9319

FAX: (415) 485-9328 E-mail: grace.hom@marin.edu

Certificate of Achievement in Dental Assisting: Registered

The Registered Dental Assisting Program is offered only at the Kentfield Campus. It is a sequential program leading to a Certificate of Achievement.

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

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

College of Marin's courses in Registered Dental Assisting in addition to fulfilling the College of Marin graduation requirements will award an Associate in Science degree.

These courses will transfer toward a Bachelor's degree in Health Science at California State Universities, (See a counselor or Director of Dental Assisting for more details.)

Required:

1. A minimum proof of course completion of English 98 or English 98SL or completion of College-level English.
2. High School diploma or equivalent
3. Applicants must be 18 years or older, which is a state requirement to operate dental radiation equipment.

Advisory:

1. English 116 or higher*

*May be taken concurrently during the program.

College of Marin's courses in Registered Dental Assisting plus the College of Marin graduation requirements will award an Associate in Science degree. These courses will transfer toward a Bachelor's degree in Health Science at California State University, San Francisco. (See a counselor or the Director of Dental Assisting for more details.)

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

Program Application Procedure:

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

Requirements			Units
First Semester			
DENT	172	Dental Science I	4
DENT	174	Dental Materials	2
DENT	174L	Dental Materials Application Lab	1
DENT	176	Dental Morphology, Histology, and Recordings	2
DENT	176L	Dental Morphology, Histology, and Recordings Lab	1
DENT	180	Chairside I	2
DENT	180L	Chairside I Lab	1
DENT	182	Dental Radiology	1
DENT	182L	Dental Radiology Lab	1
Second Semester			
DENT	178	Dental Science II	3
DENT	183	Dental Specialties	1
DENT	183L	Dental Specialties Lab	½
DENT	184	Chairside II	4
DENT	184L	Chairside II Lab	1
DENT	186	Clinical Dental Radiology	1
DENT	186L	Clinical Dental Radiology Lab	½
DENT	187	Practicum	1
DENT	188	Clinical Application: Chairside Functions and Operative Procedures	6
DENT	190	Dental Practice Management and Economics	1
DENT	190L	Dental Practice Management and Economics Lab	1
Summer Session			
DENT	192	Clinical Applications in Dental Offices	2¼
DENT	192A	Pit and Fissure Sealants	½
DENT	192AL	Pit and Fissure Sealants Lab	½

NOTE: The above courses may be taken in two years. Only those students completing all dental assisting requirements of a semester may advance to the following semester.

NOTE: Courses must be taken in the semester as indicated in the career program section above.

NOTE: Current CPR (cardiopulmonary resuscitation). Two out of the three Hepatitis B vaccinations, Tetanus vaccinations, and TB testing must be completed by the end of the Fall semester prior to student participation in internships at dental Clinics or externships in dental offices.

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 182, 182 L, 186 and 186 L will earn the student a Radiology Certificate approved the Board of Dental Examiners under the Department of Consumer Affairs

administered by the Committee of 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			Units
Dent	182	Dental Radiology	1
DENT	182L	Dental Radiology Lab	1
DENT	186	Clinical Dental Radiology	1
DENT	186L	Clinical Dental Radiology Lab	½

Coronal Polish Skills Certificates

Successful completion of the Coronal Polish Unit in Dental 183 and 183L will earn the student a certificate in coronal polish. 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 pre requisite 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			Units
DENT	183	Dental Specialties	1
DENT	183L	Dental Specialties Lab	½

Ultrasonic Scaling Skills Certificate

Successful completion of the Ultrasonic Scaling Unit in Dental 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			Units
DENT	183	Dental Specialties	1
DENT	183L	Dental Specialties Lab	½

Pit and Fissure Sealants Skills Certificate

Successful completion of Dental 192A and 192A Lab 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	Units
DENT 192A Pit and Fissure Sealants	½
DENT 192AL Pit and Fissure Sealants Lab	½

Infection Control Skills Certificate

Successful completion of Dental 101 and 101 Lab 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	Units
DENT 101 Infection Control	½
DENT 101L Infection Control Lab	½

Dental Assisting Courses (DENT)

DENT 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

DENT 100: Introduction to Health Careers

(2.0 Units) (No prerequisite. Can be taken for credit as Dental Assisting 100, Medical Assisting 100, or Nursing Education 100, but credit will be awarded for only one course. Two lecture hours weekly.)

This course is designed for students interested in pursuing a career in a health profession. It provides an overview of the current health care delivery system, the physical, mental, and emotional demands of the workplace and the skills needed by the healthcare worker today and in the future. Students will learn about qualifications and professional preparation needed for various careers and analyze the roles and responsibilities in today's health care environment. This course is designed to help students develop realistic career goals as well as to give an appreciation of how the current health care delivery system is influencing individual health professional roles and responsibilities.

DENT 101: Introduction to Dental Sterilization

(0.5 Unit) (No prerequisite. Corequisite: Dental Assisting 101L. Advisory: English 98 or 98SL. Two lecture hours daily for four days.)

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) (No prerequisite. Corequisite: Dental Assisting 101. Six laboratory hours daily for four days.)

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 139: Selected Topics

(0.5 - 6.0 Units)

DENT 172: Dental Science I

(4.0 Units) (Prerequisite: Eligibility for English 98 or English 98SL. Four lecture hours weekly.)

This course will instruct the student in human anatomy, histology and physiology as these relate to the head, neck and body systems in dentistry. The student will study 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) (Prerequisite: Eligibility for English 98 or English 98SL; Dental Assisting 176 may be taken concurrently. Corequisite: Dental Assisting 174L. Two lecture hours weekly.)

An introduction to the physical and chemical properties of dental materials such as dental gypsums, alginates, 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) (Prerequisite: Eligibility for English 98 or 98SL; Dental Assisting 176 may be taken concurrently. Corequisite: Dental Assisting 174. Three laboratory hours weekly.)

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) (Prerequisite: Eligibility for English 98 or 98SL. Corequisite: Dental Assisting 176L. See Application Procedure. Two lecture hours weekly.)

This course will instruct the student in dental terminology as it relates to tooth morphology and histology, charting, 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) (Prerequisite: Eligibility for English 98 or 98SL. Corequisite: Dental Assisting 176. Three laboratory hours weekly.)

The student will identify permanent and primary dentition and indicate their nomenclature, location and function. The student will 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) (Prerequisite: English 92 or 92SL. Advisory: English 98 or 98SL. Three lecture hours weekly.)

Students will study oral pathology, preventive dentistry, nutrition, medical emergencies, pharmacology and the special needs patient as they relate to dentistry. Applied psychology and communication skills with dental patients and coworkers will be explored. (CSU)

DENT 180: Chairside I

(2.0 Units) (Prerequisites: Dental Assisting 176 or concurrent enrollment, and eligibility for English 98 or 98SL. Corequisite: Dental Assisting 180L. See Application Procedure. Two lecture hours weekly.)

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) (Prerequisites: Dental Assisting 176 or concurrent enrollment; English 98 or 98SL. Corequisite: Dental Assisting 180. Three laboratory hours weekly.)

Under the direct supervision of an instructor, students will prepare the dental operator, prepare the pre set tray, and identify hand and rotary instruments for given procedures. In addition, students will demonstrate the application of rubber dams, matrix retainers, topical anesthetic, and provisional restorations as allowed and listed in the California State Practice Act for dental assistants and registered dental assistants. The student will also demonstrate knowledge of the assistant's role in amalgam, composite, and endodontic procedures. (CSU)

DENT 182: Dental Radiology

(1.0 Unit) (Prerequisite: Dental Assisting 176 or concurrent enrollment; eligibility for English 98 or 98SL. Corequisite: Dental Assisting 182L. See Application Procedure. One lecture hour weekly.)

This introductory course presents information and background on the production and projection of dental radiographs. Lectures will cover the properties and principles of dental radiation and

techniques, including bisecting the angle, paralleling, occlusal, disto-oblique and distal buccal object rules. The course covers identification of normal dental anatomy, patient management, radiation biology, protection and quality assurance. (CSU)

DENT 182L: Dental Radiology Lab

(1.0 Unit) (Prerequisite: Dental Assisting 176 or concurrent enrollment; eligibility for English 98 or 98SL. Corequisite: Dental Assisting 182. Three laboratory hours weekly.)

This course provides hands-on experience to expose, process, mount and evaluate dental radiographs for diagnostic purposes. Students will learn the use of dental radiology equipment, dark-room techniques, patient management, and radiographic exposure techniques such as bisecting the angle, paralleling, occlusal, disto-oblique and buccal-object rule. Students will employ radiographic safety measures and proper disposal of radiographic solutions according to EPA standards. (CSU)

DENT 183: Advanced Dental Procedures

(1.0 Unit) (Prerequisite: Dental Assisting 180. Corequisite: Dental Assisting 183L. One lecture hour weekly.)

This course covers basic knowledge for coronal polishing, topical fluorides, bleaching tray fabrication and ultrasonic scaler cement removal. Upon successful completion of this course the student will earn their State Certificate for coronal polish and ultrasonic scaler for cement removal. (CSU)

DENT 183L: Advanced Dental Procedures Lab

(0.5 Unit) (No prerequisite. Corequisite: Dental Assisting 183. Three laboratory hours weekly.)

Students will perform and evaluate a coronal polish procedure on a teaching manikin before performing the procedure on three patients. The final clinical patient will be evaluated by a licensed dentist or dental hygienist. The student will apply topical fluoride on patients and fabricate a custom bleaching tray. The course also covers the use of ultrasonic scaler cement removal. (CSU)

DENT 184: Chairside Procedures II

(4.0 Units) (Prerequisite: Dental Assisting 180. Corequisite: Dental Assisting 184L. Four lecture hours weekly.)

This course provides entry-level knowledge of dental specialties such as surgical endodontics, orthodontics, periodontics, oral surgery and implants, removable prosthodontics, and pediatric dentistry. This course also covers the role of the dental assistant with nitrous oxide conscious sedation. Registered dental assisting legal functions according to the State Dental Practice Act are also covered. (CSU)

DENT 184L: Chairside Procedures II Lab

(1.0 Unit) (Prerequisites: Dental Assisting 176 and 180. Corequisite: Dental Assisting 184. Three laboratory hours weekly.)

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 sedation. (CSU)

DENT 186: Clinical Dental Radiology

(1.0 Unit) (Prerequisite: Dental Assisting 182. Students must be at least 18 years old. Corequisite: Dental Assisting 186L. One lecture hour weekly for 4 weeks.)

This course provides instruction in the method of exposure and evaluation of diagnostic quality dental x-rays on patients. The course provides students with the ability to recognize normal dental anatomy and dental anomalies. The instruction includes methodology for exposing intra-oral digital and extra-oral panoramic dental radiographs. Upon completion of this course and the lab, students will earn their Radiation Safety Certificate for the State of California. (CSU)

DENT 186L: Clinical Dental Radiology Lab

(0.5 Unit) (Prerequisite: Dental Assisting 182. Must be at least 18 years old. Corequisite: Dental Assisting 186. Six hours weekly for four weeks.)

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 Dental Assisting 186 and 186L, the student will earn their Radiation Safety Certificate for the State of California. (CSU)

DENT 187: Clinical/Technique Practicum

(1.0 Unit) (Prerequisite: Dental Assisting 174, 180, and 182. Three laboratory hours weekly.)

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 models, trimming models, taking bite registration, fabricating provisional crowns, placing temporary restorations, fabricating bleaching trays, and fabricating mouth guards under the supervision of an instructor. (CSU)

DENT 188: Clinical Applications: Chairside Clinical Operative Procedures

(6.0 Units) (Prerequisite: Dental Assisting 174 and 180. Dental Assisting students must have CPR, Hepatitis B, tetanus vaccinations and TB testing before going to the dental school. One weekly lecture/seminar and 448 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. May be taken twice for credit. (CSU)

DENT 190: Dental Practice Management and Economics

(1.0 Unit) (Prerequisite: High school diploma or equivalent. Corequisite: Dental Assisting 190L. Advisory: Eligibility for English 98 or English 98SL. One lecture hour weekly.)

A dental office management course designed to develop basic skills and background in all phases of dental reception functions and office management procedures to include: computer management, oral and written communication, bookkeeping skills, case presentation and financial arrangements, collection techniques, insurance processing, banking procedures, computing salaries and small business tax records, inventory control and job seeking skills. The course will also cover 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) (Prerequisite: High school diploma or equivalent. Corequisite: Dental Assisting 190. Advisory: Eligibility for English 98 or English 98SL. Three laboratory hours weekly.)

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. The course will also cover 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

(2.3 Units) (Prerequisite: Dental Assisting 183 and 186. Corequisite: Dental Assisting 192A. Advisory: English 98 or English 98SL. Four lecture and twenty four laboratory hours weekly for four weeks during the summer session.)

This course is designed to give students meaningful participation in a dental office or clinic in order to understand and apply the Dental Assisting chairside skills needed in the dental industry under the direct supervision of the dental staff. The one-hour weekly seminar provides the students the opportunity to present dental office case management journals and observations, discuss perceptions and apply or improve assisting skills to their internship. (CSU)

DENT 192A: Pit and Fissure Sealants

(0.5 Unit) (Prerequisite: Dental Assisting 176. Corequisite: Dental Assisting 192 and 192AL. Advisory: English 98 or English 98SL. Two lecture hours weekly for four weeks during the summer session.)

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

DENT 192AL: Pit and Fissure Sealants Lab

(0.5 Unit) (Prerequisite: Dental Assisting 183 and current CPR Certificate. Corequisite: Dental Assisting 192 and 192A. Advisory: English 98 or English 98SL. Six laboratory hours weekly for four weeks during the summer session.)

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

DIRECTED STUDY

The following information is the course description for all directed study courses that are offered in many disciplines throughout this catalog:

Directed Study Courses

249ABC: Directed Study

(1-3 units)(Limit to Enrollment: One course in the discipline and/or prerequisite(s) determined by the appropriate discipline. Prior arrangement with instructor is required. Three laboratory hours weekly per unit.)

Directed study courses are offered in most disciplines and are designed to give students an opportunity to participate in independent study and in enriched academic experiences not covered within the scope of available curriculum offerings. Students plan and execute a project under an instructor's direction. Students interested in registering for directed study should contact the discipline instructor to obtain an Application for Directed Study (instructor contract). The completed Application for Directed Study and an Add Card must then be submitted to the Office of Admissions and Records.

Students are limited to 4 enrollments (maximum of 12 units) of directed study. Directed study courses may be taken more than once for credit provided the same topic is not repeated.

DRAMA

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

Career Options

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

Faculty

William Allen Taylor

Department Phone: (415) 485-9555

Transfer

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

A.A. in Drama

The drama major is offered only at the Kentfield Campus. The Drama Department gives students experience in writing, performing, designing and constructing sets, as well as in costume and makeup. It is an interdisciplinary program involving dance, art, music, and the English disciplines. Students in the program may transfer to four-year institutions or go into television and professional theatre groups.

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

Requirements			Units
DRAM	110	Introduction to the Theatre	3
DRAM	150	Introduction to Technical Theatre	3
DRAM	252B	Seminar and Fieldwork Experience	3
Six units to be selected from the following:			
DRAM	116	Survey of Dramatic Literature – Ancient Greek to the Present	3
DRAM	117	Survey of Dramatic Literature – Shakespeare and His Theatre	3
DRAM	119	Theatre Criticism	3
Six units to be selected from the following:			
DRAM	160	Stage Production	1
DRAM	161	Production Preparation – Sets and Properties	1½
DRAM	162	Production Preparation – Costumes	1½
DRAM	163	Production Preparation – Lights and Sound	1½
DRAM	164	Production Crew	1½
DRAM	166	Stage Makeup: Theory and Practice	1½
DRAM	168	Theatre Management	1½
Eight units to be selected from the following:			
DRAM	126	Improvisation for the Theatre	3
DRAM	130	Theory and Practice in Acting I	3
DRAM	134	Acting for Director's Workshop	1
DRAM	137	Stage Combat	½
DRAM	237	Techniques of Audition	½
DRAM	240	Stage Direction	3
Three units to be selected from the following:			
DRAM	125	Stage Movement	2
DRAM	129	Voice for the Stage	1
DANC	132	Musical Theatre Dance I	1½
MUS	181	Voice I	2

Drama Courses (DRAM)

DRAM 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

DRAM 090: Careers in Performing Arts

(1.0 Unit) (No prerequisite. One lecture hour weekly.)

The student will explore various performing arts professions, including stage management, lighting, sound, set design, scenic painting, costuming, makeup, theatre management, and performance, through lecture, discussion, and a series of guest artist appearances. May be taken twice for credit.

DRAM 110: Introduction to the Theatre

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

A survey course designed to create an appreciation of the theatre by the student not majoring in drama and an orientation course for the drama major. Areas to be covered include the purpose of theatre, significant milestones in theatre history, a behind-the-scenes look at play production, and trends in contemporary theatre. Lectures are combined with viewing of live and videotaped scenes representing different types of theatre. Required for drama majors. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

DRAM 116: Survey of Dramatic Literature: Ancient Greek to the Present

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course is a survey of the history of the theatre and dramatic literature from the Greek classic period to the present. Recommended for drama majors. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

DRAM 117: Survey of Dramatic Literature: Shakespeare and His Theatre

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course is a study of selected plays of Shakespeare with emphasis on the transferral of the play from the written script to the stage. Recommended for drama majors. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

DRAM 119: Theatre Criticism

(3.0 Units) (No prerequisite. Advisory: Drama 110. Three lecture hours weekly.)

Students will learn the art of criticism through attending plays and reading theatrical literature as well as conducting an in-depth study of theatre critics and aestheticians. After gaining a foundation in criticism, students will go out to plays and critique them. (CSU/UC) AA/AS Area C

DRAM 122: Summer Theatre Outreach

(6.0 Units) (Prerequisite: Audition based on a standardized level of performance. Sixty-four lecture hours and ninety-six laboratory hours of rehearsal and performances.)

This course is an intensive drama workshop involving music, dance, and theatre, in which students create and perform an original show. May be taken four times for credit. (CSU)

DRAM 124: Acting for Anybody: Basic Acting

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

A course for actors and nonactors alike, this course is designed to help students communicate with one another, overcome shyness and improve acting skills through the creation and performance of original scenes. May be taken four times for credit. (CSU/UC)

DRAM 125: Stage Movement

(2.0 Units) (No prerequisite. One lecture hour and three laboratory hours weekly.)

This course is the study and practice of the art of physical theatre. Laban, Grotowski, Suzuki and others will be explored in this movement intensive. Actors are rarely in control of their bodies even though they are the essential tools of the actors. This class addresses the need for mastery over the physical realm in theatre. Recommended for all actors and required for all theatre majors. (CSU/UC)

DRAM 126: Improvisation for the Theatre

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

A participatory class in which students will practice skills necessary to support improvised performances. Students will be engaged in activities that will draw on their ability to relax, to concentrate, and to respond spontaneously and honestly. This class will call on and extend students' imagination and will provide opportunities to practice narrative skills. The class will culminate in a series of public performances. May be taken four times for credit. (CSU/UC)

DRAM 127: Improvisation Performance

(2.0 Units) (No prerequisite. Advisory: Drama 126. One lecture and four laboratory hours weekly.)

This course is designed for students to rehearse as an ensemble, develop performance skills, and perform on a bi-weekly or weekly basis. May be taken four times for credit. (CSU/UC)

DRAM 128: Improvisation II

(3.0 Units) (No prerequisite. Advisory: Drama 126. Three lecture hours weekly.)

This course is an intermediate improvisation class for students with prior improv experience. We will explore ensemble performance and become adept at different improv genres: narrative, long form, social commentary, and dramatic improv. May be taken four times for credit. (CSU/UC)

DRAM 129: Voice for the Stage

(1.0 Unit) (Prerequisite: Drama 131. Two lecture hours weekly for eight weeks.)

This class teaches students how to control the instrument that is their voice. Students will explore various vocal techniques and

look at differences in the British and American systems of voice acting. This class is recommended for all actors and required for all drama majors. (CSU)

DRAM 130: Theory and Practice in Acting I

(3.0 Units) (No prerequisite. Corequisite: Drama 134. Three lecture hours and one laboratory hour weekly.)

Beginning class in acting techniques. Exercises in characterization, pantomime, improvisation, voice projection, and body movement. Required for drama majors. Combinations of Drama 130, 131, and 230 may be taken a total of four times for credit. (CSU/UC) CSU Area C-1

DRAM 131: Theory and Practice in Acting II

(3.0 Units) (No prerequisite. Advisory: Drama 130 and 134. Three lecture hours and one laboratory hour weekly.)

Emphasis is on the creation and analysis of a character through intensive rehearsal of scenes. Recommended for drama majors. Combinations of Drama 130, 131, and 230 may be taken a total of four times for credit. (CSU/UC)

DRAM 134: Acting for the Director's Workshop

(1.0 Unit) (No prerequisite. Approximately fifty-two laboratory hours of rehearsal and performances.)

Acting in student-directed scenes from Drama 240: Stage Direction. Audition, rehearsal and performance in student-directed scenes. Audition and performance time to be arranged. May be taken four times for credit. (CSU/UC)

DRAM 137: Stage Combat

(0.5 Unit) (No prerequisite. One and one-half laboratory hours weekly.)

This class covers the history, theory and practice of recreating fights for the stage. Students will learn about a controlled simulated approach to performing punches, slaps, falls and choreographed sword work. The history of personal combat will also be covered. Recommended for drama majors. (CSU)

DRAM 139: Selected Topics

(0.5 - 6.0 Units)

DRAM 140: Theatre Workshop

(3.0 Units) (No prerequisite. Two lecture and three laboratory hours weekly.)

This course offers students experience in preparing for a theatrical production. Costuming, makeup, lighting, and simple stagecraft will be incorporated into an open-ended experimental workshop. Students are encouraged to direct, design, produce, and perform showcase productions. May be taken four times for credit. (CSU/UC)

DRAM 142: Children's Theatre Workshop

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course offers students methods for organizing, selecting, and producing plays for children. Techniques for acting and directing children's theatre will be analyzed. A production will be

rehearsed and performed. The goals of this course are to give students the opportunity to perform in theatre for children. May be taken four times for credit. (CSU)

DRAM 143: Storytelling and Personal Narratives

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This class gives students an opportunity to conceive and perform original stories in a workshop setting. Good for all levels, from early childhood educators to potential performing artists and monologists. May be taken four times for credit. (CSU)

DRAM 144: Comedy Theory and Technique: Comedy 101

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course is a practical study of comedy from pratfalls to stand-up. A hands-on class designed to help actors and nonactors develop their funny bone. May be taken twice for credit. (CSU/UC)

DRAM 150: Introduction to Stagecraft

(3.0 Units) (No prerequisite. Advisory: Drama 160. Three lecture hours weekly.)

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) (No prerequisite. Advisory: Drama 150. Three laboratory hours weekly.)

This is a general course in the practical aspects of stagecraft and other aspects of production support. Areas covered will be set, properties, and costume construction and organization, theatrical lighting, stage rigging, sound development, shop organization and production office support. May be taken four times for credit. (CSU/UC) CSU Area C-1

DRAM 161: Production Preparation - Sets and Properties

(1.0 Unit) (Prerequisite: Drama 160. Three laboratory hours weekly.)

Practical participation in the construction of scenery and properties for a staged production. May be taken four times for credit. (CSU/UC) CSU Area C-1

DRAM 162: Production Preparation - Costumes and Hair

(1.0 Unit) (Prerequisite: Drama 160. Three laboratory hours weekly.)

Practical participation in the construction, care and maintenance of theatrical costumes as well as basic hair styling and wig care and maintenance for departmental productions. May be taken four times for credit. (CSU/UC)

DRAM 163: Production Preparation - Lights and Sound

(1.0 Unit) (Prerequisite: Drama 160. Three laboratory hours weekly.)

This is a general course in the practical application of lighting and sound techniques for a departmental production. May be taken four times for credit. (CSU/UC)

DRAM 164: Production Crew

(1.0 Unit) (No prerequisite. Advisory: Drama 150. One-half lecture and two and one-half laboratory hours weekly.)

This course is designed to give students practical experience in being a part of a running crew for a theatrical production. Students will be trained for production crewing assignments such as lighting technician, sound technician, dresser, wardrobe mistress/master, backstage crew, properties management, assistant stage manager and stage manager. Crewing assignments will be executed in Main Stage and Studio Theatre productions. (CSU)

DRAM 166: Stage Makeup: Theory and Practice

(1.0 Unit) (No prerequisite. Three laboratory hours weekly.)

Designed for students interested in the application of stage makeup. The course will cover 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. May be taken four times for credit. (CSU/UC)

DRAM 168: Theatre Management

(1.5 Units) (No prerequisite. One lecture and one and one-half laboratory hours weekly.)

This course is an introduction to the principles and practice of stage and theatrical management. This course covers theatre financing, box office operations, stage and house management procedures, promotion and publicity. Strongly recommended for all theatre majors and required for theatre internship students. (CSU)

DRAM 217: Shakespearean Text Analysis for the Actor

(2.0 Units) (No prerequisite. Corequisite: Drama 245. One lecture and three laboratory hours weekly.)

This class will cover the techniques necessary for the actor to analyze the text of a play by William Shakespeare in order to prepare for the performance of a role in a Drama Department production. The focus will be on verse and prose speaking, discovery of character through the language and historical stylistic approach to the performance of Shakespeare on stage. May be taken four times for credit. (CSU/UC)

DRAM 230: Advanced Acting Techniques

(3.0 Units) (Prerequisite: Audition based on a standardized level of performance. Evidence of successful completion of audition must be obtained from the Drama Department PRIOR to registration. Three lecture hours and one laboratory hour weekly.)

Emphasis on intensive preparation and analysis of major roles in selected scenes from plays of various types and periods. Combinations of Drama 130, 131, and 230 may be taken a total of four times for credit. (CSU/UC)

DRAM 231: Advanced Techniques for the Rehearsal and Performance of Contemporary Dramatic Works

(4.0 Units) (Prerequisite: Audition based on a standardized level of performance for roles in College productions. One lecture and nine laboratory hours weekly.)

A concentrated laboratory workshop for the advanced acting student in advanced techniques of rehearsal and performance of the more demanding and less well-known works of the contemporary and classic theatre. Students in this class will also assume the necessary technical duties required for production. May be taken four times for credit. (CSU/UC)

DRAM 237: Techniques of Audition

(0.5 Unit) (Prerequisite: Drama 131 and audition. One and one-half laboratory hours weekly.)

This course is a workshop for acting students which covers the techniques of the audition process and how to prepare for auditions including memorizing monologues, cold reading from scripts, interview techniques, resume preparation and finding a suitable monologue. May be taken four times for credit. (CSU)

DRAM 240: Stage Direction

(3.0 Units) (No prerequisite. Advisory: Drama 110, 130, and 134. Two lecture and three laboratory hours weekly.)

The transference of the written script into live action on the stage. Auditions, casting, rehearsal techniques, fundamentals of composition, movement, characterization, and interpersonal relationships as used in the production of plays. May be taken four times for credit. (CSU/UC)

DRAM 245: Rehearsal and Performance

(4.0 Units) (Prerequisite: Audition based on a standardized level of performance for College productions. Corequisite: Drama 160. Total of 210 laboratory hours over nine weeks.)

Supervised activity in acting in the regularly scheduled production of plays. Minimum of three weekly lab hours and Drama 160 are required during preproduction in one of the technical areas: sets, lights, or costumes. May be taken four times for credit. (CSU/UC) CSU Area C-1

DRAM 246: Rehearsal and Performance of a Modern Comedy

(4.0 Units) (Prerequisite: Audition based on a standardized level of performance for College productions. Corequisite: Drama 160. Total of 210 laboratory hours over nine weeks.)

Supervised activity acting in a modern comedy in the regularly scheduled production of plays by modern comedy authors. A minimum of three weekly laboratory hours and Drama 160 are required during preproduction in one of the technical areas: sets, lights, or costumes. May be taken four times for credit. (CSU/UC)

DRAM 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment: Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.)

Directed study in drama is offered to give students experience in planning a course of study of a technical project on their own initiative under departmental supervision. The directed study should deal with a special interest not covered in a regular course or with the exploration in greater depth of a subject presented in a regular course. Evaluation will be through conferences and written report(s) as determined by the student and instructor. May be taken more than once for credit. (CSU w/limit)

DRAM 252ABC: Seminar and Fieldwork Experience

(2, 3, or 4 Units) (Prerequisite: Drama 150 or 168. One lecture and four fieldwork hours weekly for two units, one lecture and eight fieldwork hours weekly for three units, and one lecture and twelve fieldwork hours weekly for four units.)

This course is designed to give theater students meaningful work experience in the areas of technical theater, theater management and acting. Each student will work in a theater, theater company or production company under the supervision of someone employed there. In the one-hour weekly seminar, students will evaluate their work in the field and share their experiences of the professional world with their peers. May be taken additional semesters, up to a course total of eight units. (CSU)

DRAM 260: Musical Theatre Production Workshop

(4.0 Units) (Prerequisite: Audition based on a standardized level of performance for roles in College productions. Corequisite: Drama 160. Total of 210 laboratory hours over nine weeks.)

Supervised activity acting in the regularly scheduled production of musical plays. A minimum of three weekly lab hours and Drama 160 are required during preproduction in one of the technical areas. This course will cover acting, musicianship, dance and movement, voice production, and stagecraft. It culminates with the public performance of a full-stage musical. May be taken four times for credit. (CSU/UC) CSU Area C-1

EARLY CHILDHOOD EDUCATION

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

Career Options

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

Faculty

Peggy Dodge - ECE Coordinator, Shaquam Edwards

Department Phone: (415) 485-9319

Transfer

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

A.S. in Early Childhood Education, Occupational (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 meet with the Early Childhood Education Program coordinator, fill out an application, and complete all forms required by the Early Childhood Education Student Teaching Program prior to beginning their student teaching placements.

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

Requirements			Units
Recommended Sequence			
First Semester			
ECE	100	Licensing and Permits: Introduction to Childcare Programs	½
ECE	114	Introduction to Early Childhood Education	3
Recommended elective:			
ECE	101	Introduction to Child Development	3
Second Semester			
ECE	112	Child, Family, and Community	3
ECE	115	Introduction to Early Childhood Curriculum	3
And one ECE elective (see list below)			
Third Semester			
ECE	131	**Health, Safety and Nutrition Practices for Young Children	2
ECE	280	Early Childhood Education Fieldwork and Seminar I: Beg Practicum in Student Teaching	4½
ECE	110	Child Development	3
And one ECE elective (see list below)			
Fourth Semester			
ECE	208	Exploring Cultural Diversity in the Early Childhood Curriculum	3
ECE	222	Working with Special Needs Children in Early Childhood Classrooms	2
ECE	281	ECE Fieldwork and Seminar II: Advanced Practicum in Student Teaching	4½
PSY	114	Psychology of Human Development: Lifespan+	3
ECE Electives (must complete two electives to fulfill requirements for AS degree)			
ECE	133	Creative Art Curriculum for Young Children	2
ECE	135	Working with Children's Challenging Behavior	2
ECE	137	Emergent Literacy in the Early Childhood Classroom	3
ECE	205	Continuing Experiences in Early Childhood Curriculum	3
ECE	217	Fostering Creativity in the Classroom	2
ECE	218	Caring for the Infant and Toddler	3
ECE	220A	Early Childhood Administration A	3
ECE	220B	Early Childhood Education Administration B	3
ECE	221	Teaching Science to Young Children	2
ECE	224	Working with Parents in Early Childhood Programs	2
ECE	225	Guidance and Limit-Setting in the Early Childhood Classroom	2
ECE	295	Supervising Adults in Early Childhood Programs	2

+ Also fulfills College of Marin graduation requirement

Early Childhood Education Certificate of Achievement

Requirements			Units
ECE	100	Licensing and Permits: Introduction to Childcare Programs	½
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	131	Health, Safety and Nutrition Practices for Young Children	2
ECE	208	Exploring Cultural Diversity in the Early Childhood Curriculum	3
ECE	222	Working with Special Needs Children in Early Childhood Classrooms	2
ECE	280	Early Childhood Education Fieldwork and Seminar I: Beg Practicum in Student Teaching	4 ½
PSY	114	Psychology of Human Development: Lifespan+	3
ENG	120	Introduction to College Reading and Composition II	3
Or			
ESL	120SL	Introduction to College Reading and Composition II – for Non-Native English Speakers	3

* Early Childhood Education 114 may be waived and one elective taken instead if the student can show proof of recent early childhood classroom experience.

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.

Requirements			Units
ECE	101	Introduction to Child Development	3
Or			
ECE	110	Child Development I	3
ECE	112	Child, Family, and Community	3
ECE	114	Introduction to Early Childhood Education	3
ECE	115	Introduction to Early Childhood Curriculum	3

Licensing Coursework Requirements:

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

1. Child or Human Growth and Development (ECE 101 or 110)
2. Child, Family and Community, or Child-Family Relations (ECE 112)
3. Programs and Curriculum (ECE 114, 115, 120, 132, 133, 134, 135, 137, 205, 208, 217, 218, 219, 221, 222, 223, 224, 225)

Child Development Permit Requirements:

The California Department of Education requires that anyone working in a children's program subsidized by the Child Development Division obtain the appropriate permit from the California Commission on Teacher Credentialing.

1. For Child Development Assistant Teacher Permit: Six units of early childhood education courses.
2. For Child Development Associate Teacher Permit: Twelve units in early childhood education including the core *** courses.
3. For Child Development Teacher Permit: Twenty-four units in early childhood education including the core *** courses, and 16 units in general education ****.
4. For Child Development Master Teacher Permit: Twenty-four units in early childhood education including the core *** courses, and 16 units in general education ****. Two units in adult supervision (ECE 295), and 6 units of specialization in an early childhood education subject area. Alternatives exist for teachers who already have a Bachelor's degree.
5. For Child Development Site Supervisor Permit: Associate degree with at least 24 units in early childhood education including the core *** courses, 6 units in early childhood education administration (ECE 220A, 220B), 2 units in adult supervision (ECE 295). Alternatives exist for teachers who already have a Bachelor's degree.
6. For Child Development Program Director Permit: Bachelor's degree with at least 24 units in early childhood education including the core *** courses, 6 units in early childhood education administration (ECE 220A, 220B), 2 units in adult supervision (ECE 295).

*** Core courses for the Child Development permit include at least one course in each of the following three subject areas:

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

3. Programs and Curriculum (ECE 114, 115, 120, 132, 133, 134, 135, 137, 205, 208, 217, 218, 219, 221, 222, 223, 224, 225)

**** One course in each of the four general education categories, which are degree applicable: English/Language Arts; Math or Science; Social Sciences; Humanities and/or Fine Arts.

Early Childhood Education Courses (ECE)

ECE 039: Selected Topics (Nondegree Applicable) (0.5 - 6.0 Units)

ECE 100: Licensing and Permits: Introduction to Childcare Programs

(0.5 Unit) (No prerequisite. One-half lecture hour weekly.)

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

ECE 101: Introduction to Child Development

(3.0 Units) (No prerequisite. Three lecture hours weekly)

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) (No prerequisite. Three lecture hours weekly.)

This course is the study of the growth and development of children from the prenatal stage through adolescence. For each stage of development, the physical, cognitive, social and emotional aspects of development are discussed, with attention to both typical and atypical development. Included are the influences of culture, family, and the environment. Implications of developmental understanding for care-giving strategies are included, with emphasis on practices in early childhood and early elementary education and child rearing. This course meets Department of Social Services licensure requirements for coursework in ECE. It is also required for all levels of the Child Development Permit. (CSU/UC) AA/AS Area B, CSU Area D-7, IGETC Area 4

ECE 112: Child, Family, and Community

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

Explores the impact of community and society on young children and their families. Components of the course include: an overview of different types of families and parenting styles; the influence of media and politics on children and families; the effect of the community; current legislation, education, and public policy on children and families; examination of values, family roles, and place in society of diverse cultures and ethnic groups in the United States; and problems confronting children and their families today. This course meets requirements by the Department of Social Services to satisfy licensure requirements for coursework in ECE. It is also required for all levels of the Child Development Permit. (CSU) AA/AS Area B, CSU Area D-7, IGETC Area 4

ECE 114: Introduction to Early Childhood Education

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

Introduction to the best and promising teaching and care practices as defined within the field of early care and education, including an historic overview, range of delivery systems, program philosophies, and ethical standards. Evaluating quality of programs, role of play, guidance strategies and the observation-planning-evaluation sequence are included. (CSU)

ECE 115: Introduction to Early Childhood Curriculum

(3.0 Units) (Prerequisite: Early Childhood Education 101 or 110. Three lecture hours weekly.)

In this course, students will learn how to design and evaluate foundational curriculum in areas such as literacy, mathematics, science, social and emotional development, and artistic expression. Techniques for working with children individually as well as in small and large groups are included. Approaches for setting up classrooms, developing anti-bias materials, and resolving conflicts. (CSU)

ECE 116: Observation and Assessment

(3.0 Units) (Prerequisite: Early Childhood Education 101 or 110. Three lecture hours weekly.)

This course explores an array of child observation and study methods, providing a theoretical framework for understanding the connection between effective observations, curriculum planning and child guidance in early childhood education and care settings. Advantages and disadvantages of observation techniques, observer bias and cultural considerations are discussed. (CSU)

ECE 120: Planning and Teaching an After School Program

(3.0 Units) (No prerequisite. Sixteen lecture hours per semester.)

This course includes age-appropriate activities for after school programs, aspects of after school care, and strategies for working with and understanding children in after school settings. (CSU)

ECE 131: Health, Safety and Nutrition Practices for Young Children

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

In this course students will learn about universal health precautions, OSHA guidelines and licensing regulations, planning nutrition programs and other current health and safety practices to use when working with young children. Other topics include injury prevention, emergency planning, recognizing and reporting suspected child abuse. Certificates will be issued upon successful completion of Pediatric CPR and First Aid training components. (CSU)

ECE 131C: Health, Safety, and Nutrition Practices for Young Children

(2.0 Units) (No prerequisite. Two lecture hours weekly for sixteen weeks.)

In this course students will learn about universal health precautions, O.S.H.A. guidelines, planning classroom nutrition programs, and other current health and safety practices to use when working with young children. Pediatric CPR and basic First Aid training are featured in this course. Other topics include emergency plans for earthquakes, how to recognize and report suspected child abuse, and injury prevention for young children. Certificates will be issued upon completion of CPR and Pediatric First Aid training components. (CSU)

ECE 132: Planning and Leading Circle Times with Young Children

(1.0 Unit) (No prerequisite. One lecture hour weekly.)

Includes approaches for planning and leading circle times for preschoolers, toddlers, school-agers and mixed age groups. Features ideas for materials, songs and activities for circle times and strategies for managing groups and guiding young children during circle times. This course can be applied towards licensing and Child Development Permit coursework requirements in the subject area of Programs and Curriculum. (CSU)

ECE 133: Creative Art Curriculum for Young Children

(2.0 Units) (No prerequisite. One lecture and three laboratory hours weekly.)

In this course students will learn how to plan, design and present a process-oriented art curriculum for young children. Through in-class hands-on art activities students will sample a variety of media for children. An overview of current trends in early art education is also included. (CSU)

ECE 134: Understanding Young Children's Temperaments

(1.0 Unit) (No prerequisite. One lecture hour weekly.)

How to work with children of different temperament types; examination of the different temperament types; overview of research on temperament and children; how to recognize the dif-

ferent temperamental traits, 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) (No prerequisite. Two lecture hours weekly.)

In this course students will be provided with descriptors and characteristics of challenging behavior in young children in early childhood classroom settings. Strategies and approaches for managing children's challenging behavior are featured. In addition methods for working with parents when their child displays challenging behavior and for locating outside help are also included. (CSU)

ECE 137: Emergent Literacy in the Early Childhood Classroom

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course introduces students to the early literacy curriculum. It includes methods for setting up a classroom and planning curriculum to foster the development of pre-reading and pre-writing skills. Strategies for working with children who speak languages other than English are also included. Approaches for involving families in supporting language and literacy development in children are covered. Students will also learn about methods for assessing children's skills in speaking, pre-reading, and pre-writing. The curriculum for this course is based on NAEYC's "Heads Up! Reading" Early Literacy Program and features videos and/or broadcasts from the NAEYC's "Heads Up! Reading" satellite course. (CSU)

ECE 139: Selected Topics

(0.5 - 6.0 Units)

ECE 205: Continuing Experiences in Early Childhood Curriculum

(3.0 Units) (Prerequisite: Early Childhood Education 115; Advisory: Early Childhood Education 114. Three lecture hours weekly.)

This course provides information, ideas, and hands-on experience in exploring a variety of innovative curriculum models such as "the emergent curriculum," the "Project Approach," and the "Reggio Emilia Approach." Students will explore strategies and approaches for developing long-term projects with your children. Approaches for documenting and recording children's experiences in long-term projects are also included. (CSU)

ECE 208: Exploring Cultural Diversity in the Early Childhood Classroom

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course examines societal and personal attitudes, beliefs, values, assumptions and biases about culture, language, identity, family structures, ability and socioeconomic status. It focuses on the concepts of cultural competency in the early childhood classroom, and culturally sensitive/competent approaches to working

with diverse populations of children and their families. Ideas and examples for creating culturally diverse and anti-bias curricula, materials and environments are featured. (CSU)

ECE 217: Fostering Creativity in the Classroom

(2.0 Units) (No prerequisite. Two lecture hours weekly.)

This course offers a variety of strategies and hands-on ideas for fostering creativity in young children. It examines aspects of creative thinking and provides methods for planning creative activities in all curriculum areas. This course satisfies the "Programs and Curriculum" requirement for licensing and can be applied toward coursework for a Child Development Permit. (CSU)

ECE 218: Caring for the Infant and Toddler

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course covers approaches, techniques, and materials to use in caring for infants and toddlers in a program setting. Methods for developing age-appropriate curricula and setting up environments are included. This course can be applied toward credit in infant-toddler care required by the Department of Social Services and toward credit for the Child Development Permits. (CSU)

ECE 220A: Early Childhood Education Administration A

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course covers information and methods for developing, teaching, and administering a preschool program. Topics include a survey of types of preschool programs, how to staff and plan a budget for a preschool program, the role of an administrator, setting up preschool environments, and planning for children. This course can be applied toward the administration course requirement for the Site Supervisor and Program Director Child Development Permits. This course is recommended in particular to directors and head teachers seeking credit in early childhood education administration. (CSU)

ECE 220B: Early Childhood Education Administration B

(3.0 Units) (Prerequisite: Early Childhood Education 220A or concurrent enrollment. Three lecture hours weekly.)

This course provides in-depth examination of such aspects of early childhood program administration as parent involvement, obtaining child and family histories, implementing regulation requirements, program evaluation procedures, child assessments, staff supervision, and nutrition programs. Administration of Title 5 childcare programs is also examined. This course can be applied toward credit needed for Site Supervisor and Program Director Child Development Permits. This course is recommended in particular for directors, head teachers, and teachers seeking an advanced early childhood administration course. (CSU)

ECE 221: Teaching Science to Young Children

(2.0 Units) (No prerequisite. Two lecture hours weekly.)

In this course students learn how to design and present developmentally appropriate science curricula for young children. Included are hands-on science activities with recommended materials. Young children's thinking and other cognitive processes are also examined. This course can be applied toward state licensing and Children's Center Permit requirements for coursework in "Programs and Curriculum." (CSU)

ECE 222: Working with Special Needs Children in Early Childhood Classrooms

(2.0 Units) (No prerequisite. Two lecture hours weekly.)

This course prepares students to work with infants, toddlers, and preschoolers with special needs in a classroom setting. It includes approaches for assisting special needs children in classroom routines; assessing and identifying special needs; writing an Individual Education Plan, and working with parents of special needs infants, toddlers, and preschoolers. (CSU)

ECE 223: Music Activities for Young Children

(1.0 Unit) (No prerequisite. Sixteen and one-half lecture hours per semester.)

Through a survey of teaching methods and hands-on music activities, this course enables students to develop a rich and enjoyable music program for young children, understand basic musical concepts, present culturally diverse music activities, and foster reading and math readiness through music. This course meets the Department of Social Services' requirement for coursework in the area of "Programs and Curriculum." (CSU)

ECE 224: Working with Parents in Early Childhood Programs

(2.0 Units) (No prerequisite. Two lecture hours weekly.)

In this course students learn approaches and techniques for working with parents in infant/toddler, preschool and extended day programs. It includes strategies for planning and leading parent-teacher conferences, effective techniques for communicating with parents, and ideas for parent involvement in early childhood programs. (CSU)

ECE 225: Guidance and Limit-Setting in the Early Childhood Classroom

(2.0 Units) (No prerequisite. Two lecture hours weekly.)

Strategies and approaches for guiding and setting limits with young children in classroom settings are presented and explored in this course. Guidance and limit-setting techniques for working with toddlers, preschoolers, and school-age children are included. Also featured are methods for assisting young children in conflict resolution. (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 the area of early childhood education are the focus of this course. The subject matter will vary with the needs and interests of the students. The course content will also be designed to meet educational requirements for Department of Social Services licensing and Child Development Permit attainment. The specific topic for each semester will be announced in the class schedule. The class may be taken more than once, provided that the topic of the course is not the same. (CSU)

ECE 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment: One course in the discipline and/or prerequisite(s) determined by the appropriate discipline. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)

ECE 260: Marin Childcare Conference and Follow-up One-Day Workshop

(1.0 Unit) (No prerequisite. Sixteen hours per semester.)

Part I of this course is a day-long conference (eight hours) for childcare providers and any other interested parties. Participants may choose from mid-morning and afternoon workshops on current issues, trends, and policies in early childhood education. A keynote presentation is also included. This conference is held off-campus. Part II consists of a one-day workshop (eight hours) in which the instructor reviews and expands on topics that have been presented in conference workshops (i.e., implementing new curriculum ideas or new licensing policies utilizing new approaches for special education at early childhood level). Part II of this course is held on the Kentfield campus. May be taken four times for credit. (CSU)

ECE 261: Early Childhood Education Conference Course

(0.5 Unit) (No prerequisite. Eight and one-half lecture hours for one day.)

This is a conference-format course. Topics and content will vary. The course can also 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. May be taken four times for credit. (CSU)

ECE 280: Early Childhood Education Fieldwork and Seminar I: Beginning Practicum

(3.0 Units) (Prerequisite: Early Childhood Education 115. Advisory: Early Childhood Education 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. One seminar and six fieldwork hours weekly.)

This course is designed to provide the opportunity for the student to plan, prepare, implement and evaluate various curriculum

activities and techniques with young children in an early education and care setting, including developing effective classroom management and child guidance techniques. The course also includes six hours weekly working directly with children in the campus Children's Centers or in California Early Childhood Mentor Program classrooms. In cases of extreme hardship, students can petition for placement at their early childhood workplace. Contact ECE Program Coordinator or Health Services Department Administrative Assistant for placement request, physical, Criminal Record Clearance, and petition forms. (CSU)

ECE 281: Early Childhood Education Fieldwork and Seminar II: Advanced Practicum

3.0 Units) (Prerequisite: Early Childhood Education 280. Other limitations on enrollment: student must provide 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. One seminar and six fieldwork hours weekly.)

This course is designed to provide advanced training in planning, preparing, implementing and evaluating various curriculum activities and techniques with young children in an early education and care setting. Integration of curriculum and documentation of individual children's competencies is emphasized. A seminar is included in this course, in which students will discuss teaching strategies and curriculum development techniques. The course also includes six hours weekly working directly with children in the campus Children's Centers or in California Early Childhood Mentor program classrooms. In cases of extreme hardship, students can petition for placement at their early childhood workplace. Contact ECE Program Coordinator or Health Sciences Department Administrative Assistant for placement request, physical, Criminal Record Clearance or petition forms. (CSU)

ECE 295: Supervising Adults in Early Childhood Programs

(2.0 Units) (No prerequisite. Two lecture hours weekly.)

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

ECONOMICS

Courses in economics provide students with a foundation to prepare them for careers in business and government. Economists who work in business are expected to help their firms adapt to the changing environment. This typically involves short- and long-term economic forecasts of how changes in the economic environment will affect various aspects of 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

Actuary, Appraiser, Bank Examiner, Budget Analyst, Business Writer/Editor, Credit Investigator, Econometrician, Economist, Environmental Consultant, Financial Analyst, Industrial Analyst, Insurance Underwriter, International Economist, Investment Economist, Labor Economist, Lawyer, Management Consultant, Management Trainee, Market Research Analyst, Mortgage/Loan Specialist, Pension Consultant, Pricing Analyst, Research Economist, Securities Analyst, Statistician, Stock Broker, Tax Analyst, Teacher, Traffic Manager, Transportation Economist, Urban Planner, Wage and Salary Specialist

Faculty

Robert P. Kennedy, Norman Pacula

Department Phone: (415) 485-9630

Transfer

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

Economics Courses (ECON)

ECON 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

ECON 101: Principles of Macroeconomics

(3.0 Units) (No prerequisite. Advisories: Eligibility for English 120 and eligibility for Math 103. Economics 102 may be taken before Economics 101. Three lecture hours weekly.)

This course is an introduction to macroeconomic analysis, the economy as a whole. The student will study the determinants of GDP (gross domestic product), employment, income, savings, and investment. Emphasis is placed on the study of government intervention in the economy through fiscal policy and monetary policy aimed at reducing economic fluctuations. Includes a brief history of economic theory and an introduction to monetarism. (CSU/UC) AA/AS Area B, CSU Area D-2, IGETC Area 4

ECON 102: Principles of Microeconomics

(3.0 Units) (No prerequisite. Advisories: Eligibility for English 120 and eligibility for Math 103. Economics 101 and Economics 102 may be taken in either order. Three lecture hours weekly.)

This course is an introduction to microeconomic analysis, how the various units in the economy make decisions. The student will study scarcity, demand, supply, equilibrium price and the allocation of resources in market structures of pure competition, monopolistic competition, oligopoly, and monopoly. This course includes introductory information on international economics and globalization. (CSU/UC) AA/AS Area B, CSU Area D-2, IGETC Area 4

ECON 125: Research Methods and Term Papers in Economics

(3.0 Units) (No prerequisite. Advisory: Competence in written language skills comparable to eligibility for English 150. Students may receive credit for this course as Economics 125, Ethnic Studies 125, History 125, Political Science 125, or Social Science 125. Credit will be awarded for only one discipline. Three lecture hours weekly.)

This course focuses on the elements of critical thinking and methods of research in the social sciences and develops skills required to organize such thought and research into effective, college level presentations. Various social science faculty members will offer their expertise to students on an individual basis as they develop their presentations. Students are encouraged to select areas of research from other courses taken during the semester or from areas of special interest including politics, history, economics, education, women's studies, ethnic studies, current issues, and issues of community concern. (CSU/UC) CSU Area A-3, IGETC Area 4

ECON 139: Selected Topics

(0.5 - 6.0 Units)

ECON 201: Understanding Globalization: The Impact of Social, Political, and Economic Change

(3.0 Units) (No prerequisite. Can be taken for credit as Economics 201, Behavioral Science 201 or Political Science 201, but credit will be awarded for only one course. Three lecture hours weekly.)

The world is becoming more integrated and interdependent, heightening the need for greater understanding of the impact of globalization on the economy, politics, and society. This interdisciplinary team-taught course explores the new wave of global political, economic, and social change and the opportunities and challenges it brings to states, institutions, and individuals. Focus is on what the individual will need to know and understand to be an effective participant in these rapidly changing global phenomena. (CSU/UC) AA/AS Area B, CSU Area D-7, IGETC Area 4

ECON 215: Survey of Current Issues

(3.0 Units) (No prerequisite. Can be taken for credit as Economics 215 or Political Science 215 or Social Science 215. Credit will be awarded for only one discipline. Three lecture hours weekly.)

This course is an opportunity to critically examine and discuss significant world developments and to attempt to understand the sources of those developments. Each student will have an opportunity to focus on issues of particular interest and to share that information with the group. When possible, informed participants in world and national events will meet with the class to share insights. (CSU/UC w/limit)

ECON 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment: One course in the discipline and/or prerequisite(s) determined by the appropriate discipline. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)

EDUCATION

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

Faculty

Sandy Boyd

Department Phone: (415) 485-9630

Skills Certificates

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

Education Skills Certificate

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

Requirements			Units
EDUC	110	Introduction to Education	3
EDUC	111	Foundations of Teaching	3

Education Courses (EDUC)**EDUC 039: Selected Topics (Nondegree Applicable)**

(0.5 - 6.0 Units)

EDUC 110: Introduction to Education

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course provides a foundation for understanding the public education system for those interested in teaching and learning. The 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) (No prerequisite. Three lecture hours weekly.)

This course explores what it means to be a professional teacher in today's high-stakes environment of education. Building on a strong mentoring approach, this course helps students make decisions about their teaching future by fostering an awareness of the realities of teaching in America today. Practical perspectives for meeting the challenges of teaching as well as practical and foundational topics will provide students with a well-rounded view of the teaching profession. (CSU/UC)

EDUC 119: Effective Teaching Strategies in Wellness and Fitness

(3.0 Units) (No prerequisite. Advisory: Physical Education 116. Three lecture hours weekly.)

This course is designed to help students become more effective wellness and fitness professionals. Students will develop a toolbox of practical teaching, learning, and evaluation methods to increase their ability to convey their knowledge to others in this field and more successfully impact their future clients, students, or athletes. (CSU)

EDUC 139: Selected Topics

(0.5 - 6.0 Units)

EDUC 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment: One course in the discipline and/or prerequisite(s) determined by the appropriate discipline. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)

ELECTRONICS TECHNOLOGY

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

Career Options

Automated Test Technician, Automotive Electronics Technician, Broadcast Technician, Communications Technician, Computer Network Technician, Computer Systems Technician, Consumer Electronics Technician, Data Communications Technician, Industrial Controls Technician, Medical Electronics Technician, Network Switch Installer/Configurer, PBX Installer/Configurer, Quality Control Technician, Robotics Technician, Satellite Systems Technician, Telecommunication Products Technical Representative, Telecommunications System Analyst, Telecommunications System Consultant, Telecommunications System Sales Representative, Telecommunications Traffic Analyst

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

Electronics Technology Courses (ELEC)

ELEC 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

ELEC 100: Fundamentals of Electronics

(2.0 Units) (No prerequisite. Thirty-four hours per semester.)

Introduction to principles, terminology, and measurements of electrical circuits and electronic systems. Behavior of DC and AC circuits and electronic devices with their applications in automotive, computer, communications, power distribution, and entertainment systems. (CSU)

ELEC 110: Solar Installation and Integration

(3.0 Units) (No prerequisite. Six lecture hours weekly for eight weeks.)

This introductory course is targeted to entry-level photovoltaic installers with the intent to provide a foundation of skills in trades involved in solar installation. The course is separated into three distinct areas: electrical theory and practice, photovoltaic theory, and integration and building trade skills. (CSU)

ELEC 139: Selected Topics

(0.5 - 6.0 Units)

ELEC 249: Directed Study

(1-3 units) (Please see Directed Study category. Limit to enrollment: Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)

ENGINEERING

No profession has as many diverse specialties and applications as engineering. Few other professions offer the challenge, financial rewards, and opportunity to make a contribution to the betterment of our environment and standard of living as engineering. There are many specialties in engineering and within each area there are countless subdivisions. Our technology has grown so pervasive and complex that each facet of an engineering problem demands a specific type of training and expertise.

Career Options

Aerodynamicist, Agricultural Engineer, Ceramic Engineer, Chemical Engineer, Civil Engineer, Customer Service Representative, Designer, Drafter, Electrical Engineer, Electronics Engineer, Field Service Engineer, Industrial Engineer, Management Analyst, Marine Engineer, Materials Scheduler, Mechanical Engineer, Metallographer, Metallurgical Engineer, Mining Engineer, Nuclear Engineer, Operations Analyst, Petroleum Engineer, Production Manager, Project Director, Research Scientist, Safety Engineer, Sales Engineer, Surveyor, Systems Analyst, Technical Illustrator, Tester, Welding Technician

Faculty

Erik Dunmire

Department Phone: (415) 485-9510

Transfer

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

A.S. in Engineering

The Kentfield Campus offers a two-year, lower division Engineering Core Program which, when satisfactorily completed, allows the student to transfer to an engineering program at the four-year college or university. To provide an effective and economical program for lower division engineering education, the State of California has adopted the curriculum developed by the Engineering Liaison Committee of the Articulation Counsel of California. This agreement coordinates the transferable course offerings between community colleges and the four-year colleges and universities in California.

After completing the lower division engineering curriculum, it is common to complete a Bachelor's degree in two years at the four-year school. Due to the diverse nature of availability among engineering programs, students are strongly advised to enroll in Engineering 110 as soon as possible.

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

Requirements			Units
Freshman Year — Fall Semester			
ENGG	110	Careers in Engineering and Technology	1
MATH	123	Analytic Geometry and Calculus I	5
CHEM	131	General Chemistry I	5
COMP	110	Introduction to Computers	1

For Civil Engineering add:

ENGG	125	Introductory Engineering Graphics	4
------	-----	-----------------------------------	---

For Mechanical Engineering add:

ENGG	125	Introductory Engineering Graphics	4
------	-----	-----------------------------------	---

Freshman Year — Spring Semester

COMP	140	Fundamentals of Programming in FORTRAN	4
MATH	124	Analytic Geometry and Calculus II	5
PHYS	207A	Mechanics and Properties of Matter	5

For Civil Engineering add:

CHEM	132E	General Chemistry II, Lecture Only	3
------	------	------------------------------------	---

For Mechanical Engineering add:

CHEM	132E	General Chemistry II, Lecture Only	3
ENGG	126	Intermediate Engineering Graphics	2

Sophomore Year — Fall Semester

ENGG	235	Engineering Mechanics -- Statics	3
ENGG	245	Engineering Materials Science	3
MATH	223	Analytic Geometry, Vector Analysis, and Calculus III	5
PHYS	207B	Electricity and Magnetism	5

Sophomore Year — Spring Semester

MATH	224	Elementary Differential Equations	4
PHYS	207C	Heat, Light, Sound, and Modern Physics	5

For Civil Engineering add:

ENGG	210	Engineering Surveying	3
------	-----	-----------------------	---

For Electrical Engineering add:

ENGG	220	Electric Circuit Analysis	3
------	-----	---------------------------	---

For Mechanical Engineering add:

ENGG	220	Electric Circuit Analysis	3
------	-----	---------------------------	---

A.S. in Engineering Technology, Occupational

The engineering technician is a valuable part of the team working together in every branch of modern industry. The work of the technician is "practical," typically involving surveying, drafting, laboratory testing, and equipment operation and maintenance. At the Kentfield Campus, a core program is suggested for the student who is interested in engineering technology. The student will elect additional courses to further prepare for some specialty such as draftsman, surveyor, engineering maintenance specialist, salesman, shop, or laboratory technician.

Upon completion of this program, the student may elect to continue studies at a four-year college that will lead to a Bachelor's degree in engineering technology. Schools that offer such programs include: California State Polytechnic University, Sacramento State University, Fresno State University, Northrup Technical Institute, and Cogswell Technical Institute.

Upon entering this program the student should seek the advice of an instructor in engineering regarding electives, possible employment, and current demands of industry.

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

Requirements			Units
CHEM	114	Introduction to Chemistry	5
COMP	110	Introduction to Computers	1
ELEC	100	Fundamentals of Electronics	2
ENGG	110	Careers in Engineering and Technology	1
ENGG	125	Introductory Engineering Graphics	4
ENGG	126	Intermediate Engineering Graphics	2
ENGG	150	Construction Engineering: Materials and Methods I	3
ENGG	151	Construction Engineering: Materials and Methods II	3
ENGG	256	Practical Materials Science	3
ENGG	257	Practical Plane Surveying	3
MACH	120	Machine Technology I	3
MATH	104	Plane Trigonometry	3

Engineering Courses (ENGG)

ENGG 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

ENGG 110: Careers in Engineering and Technology

(1.0 Unit) (No prerequisite. One lecture hour weekly.)

This course introduces students to the different branches of engineering, emphasizing the educational requirements and the employment expectations upon completion of a four-year degree program. The course outlines basic lower-division transfer plans in detail and provides an overview of the course work required after transfer. This course helps students select from possible transfer options those that best fit personal needs and career objectives. Engineering 110 is intended for students considering careers in engineering, computer science, or related engineering technologies. (CSU/UC)

ENGG 110B: Introduction to Engineering Design

(2.0 Units) (No prerequisite. Corequisite: Computer Science 150A. Advisories: Engineering 110 and 125. One lecture and three laboratory hours weekly.)

This course introduces the student to team-oriented engineering design and problem-solving processes, as well as the use of computers in the solution of a wide variety of engineering problems. Students engage in hands-on design activities, covering all stages of the design process from initial need identification through finished product evaluation, including experimental design and data analysis to support design efforts. Throughout the course, emphasis will be given to technical communications, teamwork, engineering design and problem-solving methodologies. Specific assignments and activities within the course represent a broad range of engineering disciplines. (CSU/UC)

ENGG 125: Introductory Engineering Graphics

(4.0 Units) (No prerequisite. Two lecture and six laboratory hours weekly.)

This course helps students develop the functional skills required for engineering graphical communication, geometric construction, and dimensioning in accordance with ANSI standards. It presents engineering sketching and drawing with an introduction to CAD systems. It also covers the fundamentals of orthographic projection and descriptive geometry, providing applications to engineering design. The course helps students develop their spatial reasoning skills. This course is designed to serve a diversity of disciplines, but with an emphasis on engineering applications. (CSU/UC)

ENGG 126: Intermediate Engineering Graphics

(2.0 Units) (Prerequisite: Engineering 125. One lecture and three laboratory hours weekly.)

This course is a continuation of Engineering 125 with an emphasis on engineering design and CAD work. Topics include limit dimensioning, geometric tolerancing, working drawings, and the design process. (CSU/UC)

ENGG 139: Selected Topics

(0.5 - 6.0 Units)

ENGG 150: Construction Engineering: Materials and Methods I

(3.0 Units) (Prerequisite: Enrollment in engineering or Engineering Technology Programs for at least one year, or equivalent study and/or employment. Three lecture hours weekly.)

Evaluation and effects of loads on structures, earthwork construction, pipeline and utility construction, tunneling, pavement construction, concrete and concrete construction, masonry construction, and discussion of conversion to metric system throughout the course. (CSU)

ENGG 150B: Programming in MATLAB for Engineers

(2.0 Units) (Prerequisites: Computer Science 150A and Math 123. Two lecture hours weekly.)

Designed to meet computer programming requirements for engineering transfer students, when combined with the prerequisite COMP 150A course. Students outline, write, test, and debug computer programs to solve problems and display results, with emphasis on proper documentation of computer code and reports. Common examples and applications of physics and engineering are used throughout the course. (CSU/UC)

ENGG 151: Construction Engineering: Materials and Methods II

(3.0 Units) (Prerequisite: Engineering 150. Three lecture hours weekly.)

Steel construction, timber construction, construction surveying, interpretation and administration of contracts, review of contract drawings for a real project constructed for BARTD, and development in class of step-by-step construction procedure. (CSU)

ENGG 156: Intermediate Technical Drawing, with Introduction to CADD

(2.0 Units) (Prerequisite: Engineering 125. Corequisite: Computer Science 110. One lecture and three laboratory hours weekly.)

Continuation of Engineering 125 for technology majors. Conducted simultaneously with Engineering 126, it includes most of the same topics listed below with increased emphasis on drafting skills and more detailed applications in place of topics omitted. A seven-week introduction to computer-assisted design and drafting on the ComputerVision MicroCADD System. Manual drafting topics include limit dimensions, geometric tolerances, threads and fasteners, working drawings, shop processes, intersections and developments, sheet metal drafting, structural drawings, and machine drawings. Both customary and metric units used. (CSU)

ENGG 210: Engineering Surveying

(3.0 Units) (Prerequisites: Math 121 or 123 and Engineering 125. Two lecture and three laboratory hours weekly.)

This course covers basic concepts and methods of surveying fieldwork and computations for engineering and related fields. Topics include chaining, leveling, traverses, horizontal and vertical curves, stadia, topography, and earthwork. Machine computa-

tions, note keeping, adjustment of instruments, and analysis and control of random and systematic errors including least squares methods are integral parts of the course. (CSU/UC)

ENGG 220: Electric Circuit Analysis

(3.0 Units) (Prerequisites: Physics 207B, Math 223 and 224. Math 224 may be taken concurrently. Three lecture hours weekly.)

This course is an introduction to the theory and analysis of electric circuits. Natural and forced responses of circuits, solutions by use of differential equations, and steady-state solutions of circuits to which sinusoidal forcing functions have been applied. Consideration of basic circuit elements and concepts of impedance, admittance, energy, power, and signal processing. (CSU/UC)

ENGG 220L: Electric Circuits Lab

(1.0 Unit) (No prerequisite. Three laboratory hours weekly.)

This optional lab to accompany Engineering 220 provides students with an introduction to electric measurements and laboratory instrumentation, as well as a practical verification of electrical circuit theory. Students will build and analyze a variety of circuits, including Operational Amplifiers, and will investigate first and second order transient response and AC steady state behavior. Students will 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) (Prerequisites: Engineering 125 and Math 124 [either or both may be taken concurrently] and Physics 207A. Three lecture hours weekly.)

Principles of statics of particles and rigid bodies and their application to the solution of structure, frame, and machine problems; shear and bending moments in beams; distributed forces; friction, virtual work; and products of inertia. (CSU/UC)

ENGG 245: Engineering Materials Science

(3.0 Units) (Prerequisites: Chemistry 131 and Physics 207A. Two lecture and three laboratory hours weekly.)

The internal structures and resulting behaviors of materials used in engineering applications, including metals, ceramics, polymers, and composites, are studied with emphasis on the effects of heat, stress, imperfections, and chemical environments. Laboratories provide direct observations of the structures and behaviors discussed in the course, experience with the operation of testing equipment, and the preparation of experimental reports. (CSU/UC)

ENGG 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment: One course in the discipline and/or prerequisite(s) determined by the appropriate discipline. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)

ENGG 256: Practical Materials Science

(3.0 Units) (No prerequisite. Advisories: Physics, chemistry, and metal shop helpful. Two lecture and three laboratory hours weekly.)

Mechanical properties of metals (with emphasis on steels) and some plastics resulting from their internal structures, methods of production and fabrication, heat treatments, deformations, and chemical environments. Weekly labs include treatments, preparations, standard tests, and examinations of specimens to show clearly how properties such as strength and hardness vary between different materials, and between specimens of the same material that have had different treatments. Brief coverage of composites (concrete and/or wood) may be included, depending on class composition. (CSU)

ENGG 257: Practical Plane Surveying

(3.0 Units) (Prerequisite: Math 101 or 102. Corequisite: Math 102G or Math 95K and 95L. Two lecture and three laboratory hours weekly.)

This course is a practical introduction for those not requiring the more professionally oriented Engineering 210. This course presents essential surveying concepts and training in widely used computational and fieldwork procedures. Proper use of tapes, compasses, rods, levels, alidades, and transits is explained for measurement of the distances, directions, and elevations of existing features and staking out control for new construction designs including simple curves and earthwork. Tables, scientific calculators, and computers are used to minimize hand computations and prerequisite mathematics. (CSU)

ENGLISH

The essence of the English major involves the development of skills and techniques such as looking at language development and literature in-depth. This elicits the ability to analyze, to ascertain assumptions, to determine values, and to make intelligent judgments and decisions. For the reasons cited, a major in English would be appropriate for the professions of law, medicine, or industry.

Career Options

Advertising Copy Writer, Bookstore Manager/Staff, Continuity Writer, Editor, Foreign Service Officer, Freelance Writer, Fund-raiser, 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, Sandra Douglass, Ingrid Kelly, David Rollison, John Sutherland, Michael A. Timmel, Blaze Woodlief

Department Phone:

Kentfield Campus: (415) 485-9348

Indian Valley Campus: (415) 883-2211, Ext. 8326

Transfer

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

A.A. in English

The Associate in Arts in English provides students with a solid basis for the continuing study of English, American and world literature and develops skills in critical thinking and writing. An English major is the foundation for careers requiring verbal proficiency, analytic skills, literary competence, insight, and the exercise of judgment.

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

Requirements	Units
Completion of:	
ENGL 151 Reading and Composition (1B) Or	4
ENGL 155 Critical Thinking/ Composition	4
ENGL 222 Survey of English Literature I	3
ENGL 223 Survey of English Literature II	3
Two courses from:	
ENGL 221A Survey of American Literature I	3
ENGL 221B Survey of American Literature II	3
ENGL 224 Survey of World Literature I	3
ENGL 225 Survey of World Literature II	3
ENGL 230 Survey of Shakespeare	3
One course from:	
Any English course numbered 200 or above	3

English Courses (ENGL)

English 98 and 120: Instructor retains option of assigning letter or pass/no pass grade.

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 at 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) (No prerequisite. One lecture hour weekly.)

This course will help students develop a comprehensive understanding of their current strengths and weaknesses in the language skills necessary for college success. Included will be complete diagnostic testing in reading, vocabulary, and writing. In addition, various techniques and strategies will be introduced so that each student knows what kind of work is necessary for improvement. Students will have, upon completion, a list of specific skills for further study, a realistic idea of current academic level, an understanding of campus resources available for in-depth skills development, and a set of strategies for continued language improvement.

ENGL 011: College Skills: Essential English for Exams

(1.0 Unit) (No prerequisite. One lecture hour weekly.)

This course will focus on the reading, thinking, and writing skills that are necessary to pass standardized English tests like the General Educational Development (GED) high school equivalency exam. Students will receive instruction and practice in the four levels of thinking skills normally tested on these exams. Also, students will learn how to spot grammar and organizational errors in written text and how to plan and organize a 250-word essay from a given topic in order to pass the essay exams. Practice exams will be given for the final. (Non-GED candidates are welcome.)

ENGL 012: College Skills: Reading and Thinking in Math

(1.0 Unit) (No prerequisite. One lecture hour weekly.)

This course is designed for those students who desire their GED diploma or to satisfy College of Marin graduation requirements but who have trouble in math. In this course, students will focus on the concepts behind math and begin to analyze the language and symbols of math, the thinking style that is required to do well in math, the benefits of mental calculations and estimating, and start to develop the habit of making math make sense in real life situations.

ENGL 013: College Skills: Participating in Class

(1.0 Unit) (No prerequisite. One lecture hour weekly.)

This course will give students confidence in reading aloud, understanding lectures, asking and answering questions, and expressing themselves clearly in class.

ENGL 014: College Skills: Shaping Sentences

(1.0 Unit) (No prerequisite. One lecture hour weekly.)

This six-week course will provide extensive instruction and practice in composing interesting, alive, and correct sentences for college papers and other writing. Students will learn how to add color, variety, and specific detail to their sentences while applying the techniques of sentence and idea combining. In addition, students will explore word choice for appropriateness and punctuation for effect.

ENGL 015: College Skills: Exploring English

(1.0 Unit) (No prerequisite. One lecture hour weekly.)

Each time this course is offered, it will explore a different cultural theme (for example, famous cheaters in sports). Based on the readings, students will apply spelling rules, build their vocabulary, comprehend ideas, and write outlines, summaries, and responses.

ENGL 016: College Skills: Perfect Punctuation

(1.0 Unit) (No prerequisite. One lecture hour weekly.)

This course will give students confidence in using punctuation correctly in their writing. They will master the rules relating to commas, semicolons, quotes, apostrophes, hyphens, dashes, colons and parentheses, when to put them in and when to leave them out.

ENGL 017: College Skills: Reading Textbooks

(1.0 Unit) (No prerequisite. One lecture hour weekly.)

This course will help students become more skillful and efficient learners. The course takes an integrated approach to understanding texts and will include active reading strategies, note-taking, memory techniques, and test-taking tips.

ENGL 018: College Skills: Taking Essay Tests

(1.0 Unit) (No prerequisite. One lecture hour weekly.)

This short course will provide instruction and practice in taking essay tests. Students will learn the various types of questions along with appropriate responses for each type. The process of writing a short outline and draft which is edited and proofread quickly will be modeled and practiced.

ENGL 062: Developmental Reading and Writing

(5.0 Units) (No prerequisite. Corequisite: English 62L. Five lecture hours weekly.)

This course introduces the related ideas required for academic reading and writing: main ideas, logical support, implied meanings, relationships, patterns of organization, and vocabulary building. Students will learn how to write complete sentences of various types, plan before writing, and construct well organized paragraphs.

ENGL 062L: Developmental Reading and Writing Lab

(1.0 Unit) (No prerequisite. Corequisite: English 62. Three laboratory hours weekly.)

This lab will reinforce and extend the reading and writing skills learned in English 62. May be taken four times for credit.

ENGL 070-079: Basic Skills Open Lab

(1.0 Unit per module.) (No prerequisite. Students are advised to meet with the instructor to determine appropriate courses to take.)

A series of minicourses designed to develop basic English language skills. Offered on an individualized basis, each module may be entered and completed at any time during the semester. Each module requires approximately 48 classroom hours and may be taken four times for credit.

ENGL 070: Phonics

ENGL 071: Spelling I

ENGL 072: Spelling II

ENGL 073: Vocabulary I

ENGL 074: Vocabulary II

ENGL 075: Reading Improvement

ENGL 076: Reading Comprehension

ENGL 077: Independent Reading

ENGL 078: Special Interest Workshop

ENGL 079: Grammar Review

ENGL 092: Reading and Writing Skills

(5.0 Units) (No prerequisite. Corequisite: English 92L. Five lecture hours weekly.)

Students develop their abilities to analyze and respond to reading material in a variety of disciplines. At the same time, they learn to construct well-organized and developed paragraphs using correct grammar and sentence structure.

ENGL 092L: Reading and Writing Skills Lab

(1.0 Unit) (No prerequisite. Corequisite: English 92. Three laboratory hours weekly.)

In this course, students will practice and extend the reading, grammar, and writing skills introduced in English 92. They receive personal help with their assignments from a professional staff. May be taken twice for credit.

ENGL 094: Reasoning and Logic

(1.0 Unit) (No prerequisite. Three laboratory hours weekly.)

This course will significantly increase students' verbal and mathematical reasoning skills. It is an excellent preparation for courses that meet the California State University critical thinking requirement.

ENGL 095: Advanced Spelling

(1.0 Unit) (No prerequisite. Advisory: English 71 or English 72 or 75th percentile on pretest. Three laboratory hours weekly.)

Designed primarily for students in the Court Reporting Program, this course provides students with the skills to master English spelling at an advanced level. Students build their visual memory, study phonetic and structural patterns, and study frequently misspelled and misused words.

ENGL 096: Advanced Vocabulary

(1.0 Unit) (No prerequisite. Advisory: English 73 or English 74 or 75th percentile on pretest. Three laboratory hours weekly.)

Designed primarily for students in the Court Reporting Program, this course presents strategies for building an extensive vocabulary. Topics include the history and etymology of English, dictionary skills, using context clues, word parts, and other word analysis skills.

ENGL 097: Critical Reading

(1.0 Unit) (No prerequisite. Advisory: English 76 or 75th percentile on pretest. Three laboratory hours weekly.)

Designed primarily for students in the Court Reporting Program, this course significantly increases students' reading comprehension and critical thinking abilities. Topics include vocabulary in context, structural analysis of difficult material, inference, and conclusion and judgment skills.

**PRECOLLEGIATE LEVEL COURSES –
NONTRANSFERABLE****ENGL 098: Introduction to College Reading and Composition I**

(3.0 Units) (Prerequisite: Completion of ESL 80-level courses or English 92 or English placement test. Three lecture hours and one laboratory hour weekly.)

Students practice reading, writing, and critical thinking to improve reading comprehension and to develop composing techniques for effective academic writing. This course is designed to prepare students for success in college level academic reading and writing. Focus is on writing fluency and familiarity with the conventions of standard written English. Assignments show the interconnection among readings, personal experience, observation, and class discussion. Requires one hour weekly of guided practice in the Writing Center. This course can be offered in a distance learning, online or hybrid format.

English 098 may be offered as three separate self-paced courses:

ENGL 098A: Grammar and Usage

(1.0 Unit) (One lecture and one-third laboratory hour weekly.)

ENGL 098B: Sentence Structure and Punctuation

(1.0 Unit) (One lecture and one-third laboratory hour weekly.)

ENGL 098C: The Paragraph and Short Essay

(1.0 Unit) (One lecture and one-third laboratory hour weekly.)

ENGL 098SL: Introduction to College Reading and Composition I - for Non-Native English Speakers

(3.0 Units) (Prerequisite: Completion of ESL 80-level courses or English 92 or English placement test. Three lecture hours and one laboratory hour weekly.)

This course is for non-native English speakers. Students will practice reading, writing and critical thinking to improve reading comprehension and develop their academic writing skills. The course is designed to prepare students for success in college-level reading and writing. The focus is on writing fluency and familiarity with the conventions of standard written English. Assignments show the interconnection among readings, personal experience, observation, and class discussion. Requires one hour weekly of guided practice in the ESL Lab and/or Writing Center Lab.

ENGL 099: Intensive Grammar Review

(0.5 Unit) (No prerequisite. One and one-half laboratory hours weekly.)

This is an intensive, self-paced course that reviews common problems in grammar, punctuation, and usage. It is not intended to be an exhaustive study of the subject, but rather a focused review of such typical mistakes as run-ons, fragments, agreement errors, faulty parallelism, and inappropriate punctuation. This course is designed for students in English 150, 151, and 155, but may be taken by anyone wanting to improve basic grammar skills. May be taken twice for credit.

COLLEGE LEVEL COURSES - TRANSFERABLE**ENGL 116: College Reading**

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

A course designed to strengthen students' ability to understand and respond to college-level readings in all disciplines. Emphasis is on critically evaluating purpose, support, conclusions, tone, and language. Vocabulary enhancement is included. (CSU)

ENGL 117: Speed Reading

(1.0 Unit) (No prerequisite. One lecture hour weekly.)

In this individualized course, students will learn efficient reading techniques that will help them double or triple their present reading rate with increased concentration, comprehension, and retention. Developing reading flexibility will be emphasized as students learn to vary their reading rate to suit their purpose. Skimming, scanning, and textbook reading will also be covered. Can also be offered in a distance learning format. (CSU)

ENGL 120: Introduction to College Reading and Composition II

(3.0 Units) (Prerequisite: English 98 or 98SL or English Placement Test. Three lecture hours and one laboratory hour weekly.)

Students sharpen their skills in reading, writing, and critical thinking to improve reading comprehension and to develop composing techniques for effective academic writing. This course is designed to prepare students for success in college

level academic reading and writing, emphasis being placed on thinking clearly and logically and on the construction of cogent arguments. Students also review such matters as standard usage, appropriate diction, punctuation, grammar, and ways to achieve variety in sentence structure within the context of the essay. Assignments show the interconnection among readings, personal experience, observation, and class discussion. Requires one hour weekly of guided practice in the Writing Center. This course can be offered in a distance learning, online, or hybrid format. (CSU) AA/AS Area D

ENGL 120SL: Introduction to College Reading and Composition II - for Non-Native English Speakers

(3.0 Units) (Prerequisite: English 98 or 98SL or English Placement Test. Three lecture hours and one laboratory hour weekly.)

This course is for non-native English speakers. Students sharpen their skills in reading, writing, and critical thinking to improve reading comprehension and to develop composing techniques for effective academic writing. This course is designed to prepare students for success in college-level academic reading and writing, emphasis being placed on the construction of cogent arguments. Students also review standard usage, appropriate diction, punctuation, grammar, and ways to achieve variety in sentence structure. Assignments show the interconnection among readings, personal experience, observation, and class discussion. Requires one hour weekly of guided practice in the ESL Lab and/or Writing Center Lab. (CSU/UC)

ENGL 130: Critical Thinking

(3.0 Units) (Prerequisite: Eligibility for English 150. Three lecture hours weekly.)

This course is designed to sharpen students' abilities to reason clearly. It is an introductory level course in the arts of rhetoric and logic. Students will learn to recognize and analyze common fallacies found in political statements, magazine commentary, news coverage, editorials, advertisements, and classical persuasive works. They will develop ways to organize their ideas and express them rationally, as well as ways to judge the quality of ideas and the purposes of various examples ranging from propaganda to persuasion to philosophy. This course satisfies the CSU critical thinking requirement and offers students a chance to refine and continue developing their writing and reading skills before transferring. (CSU/UC) AA/AS Area E, CSU Area A-3

ENGL 139: Selected Topics

(0.5 - 6.0 Units)

ENGL 150: Reading and Composition (1A)

(3.0 Units) (Prerequisite: English 120 or 120SL. Three lecture hours weekly.)

This course is intended to develop and refine students' writing, reading, and critical thinking abilities. Students read and discuss various works and write expository and argumentative prose. Additionally, English 150 emphasizes gathering, evaluating and documenting evidence. A research paper will be required. During

the course of the semester, students are required to write numerous essays for a total of between 8,000-10,000 words. May also be offered in a distance learning format. (CSU/UC) AA/AS Area D, CSU Area A-2, IGETC Area 1A

ENGL 151: Reading and Composition (1B)

(4.0 Units) (Prerequisite: English 150. Four lecture hours weekly.)

This is a critical thinking/composition course that highlights literary texts as material from which students will derive samples to use in critical constructions of their own. The term "literary evidence" is broadly defined here to include critical and argumentative essays, biographical or historical discussions, belletristic writing, and textual analysis, as well as poetry, drama, short stories, and novels. Students will develop skills in analysis, interpretation, informal logic, and expository and persuasive essay writing. They will learn to identify arguments, both in persuasive polemical discourse where arguments are presented and defended, and in subtler, more emotional texts where arguments are implied or masked. They will develop skills in recognizing and distinguishing fallacious reasoning from cogent reasoning in a variety of formats. Student essays will be expected to demonstrate a capacity for presenting complex ideas (problems with ambiguous or multiple solutions, for example) in a clear, coherent, convincing manner, with particular attention to matters of organization and style. A minimum of eight thousand words of writing (including two revisions) will be required. May also be offered in a distance learning format. (CSU/UC) AA/AS Areas C or E, CSU Area A-3, IGETC Area 1B

ENGL 155: Critical Thinking and Composition

(4.0 Units) (Prerequisite: English 150. Four lecture hours weekly.)

This course is intended to develop rhetorical, critical, argumentative, and organizational skills in written composition and heightened perceptivity in analytical reading. Extensive analysis of texts will exercise the students' faculties of critical and logical thinking. The investigation and analysis of writing models will focus on deductive, inductive and inferential reasoning, on assumptions and inferences embedded in argument, on the informal logical fallacies, on divergent world views, and on incoherencies and biases in presentation. Student essays will be expected to demonstrate a capacity for presenting complex ideas in a clear, coherent, and convincing manner, with particular attention shown to matters of organization and style. A minimum of eight thousand words of writing will be required of each student. (CSU/UC) AA/AS Area E, CSU Area A-3, IGETC Area 1B

ENGL 202: Creative Writing I

(3.0 Units) (Prerequisite: Eligibility for English 150. Three lecture hours weekly.)

This course is designed to familiarize qualified students with the discipline and craft of fiction, poetry, or drama. Writing samples are to be submitted within the first week of class. English 202 and English 203 may each be taken twice for credit. (CSU/UC)

ENGL 203: Creative Writing II

(3.0 Units) (Prerequisite: Eligibility for English 150. Three lecture hours weekly.)

This course is designed to familiarize qualified students with the discipline and craft of fiction, poetry, or drama. Writing samples are to be submitted within the first week of class. English 202 and English 203 may each be taken twice for credit. (CSU/UC)

ENGL 208: Short Fiction

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

In this course, students examine short stories and novellas as literary forms. Readings include representative works by mainstream and multicultural writers as well as classical masters. Lectures provide historical and cultural background helpful in appreciating the literature; class discussions focus on interpretation and on the analysis of traditional literary devices such as plot, character, point of view, and theme. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 212: Introduction to Poetry

(3.0 Units) (Prerequisite: Eligibility for English 150. Three lecture hours weekly.)

This course examines poetry as a major literary genre. Students are introduced to the special uses of language and form found in poetry, and to the historical and cultural factors that have influenced poetry's stylistic developments. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 214: The Popular Novel

(3.0 Units) (No prerequisite. Three hours weekly.)

This videocassette 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 study 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 corresponding videotapes from an outstanding selection of films and write analytic papers. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 218: The American Short Story

(3.0 Units) (No prerequisite. Three hours weekly.)

This videocassette course is based on The American Short Story film series from PBS. It introduces students to the American literary tradition through reading of selected short stories and related criticism, plus the viewing of the PBS film production of each story. Students will analyze short works of fiction for thematic content and to express their understanding through competent writing. Authors include Hemingway, Twain, James, O'Connor, Fitzgerald, and others. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 219: Voices and Visions

(3.0 Units) (No prerequisite. Advisory: Eligibility for English 120. Three hours weekly.)

Based on the acclaimed PBS series, this course offers a close look at the creative lives of 13 American poets. Beginning with precursors Whitman and Dickinson, the programs cover the entire range of twentieth century verse. Each writer's work is considered within a broad context involving literary tradition and cultural developments, with attention to geographical locale, family background, and individual preoccupations as well. While exploring the varieties of poetic inspiration, students gain experience in reading for comprehension and pleasure. Programs may be viewed by cassette. Writers include Frost, Eliot, Pound, Moore, Williams, Plath, and others. (CSU/UC) AA/AS Area C, CSU Area C-2

ENGL 220: Detective Fiction

(3.0 Units) (No prerequisite. Three hours weekly.)

Detective fiction has undergone considerable change since its inception in the 1840s by Edgar Allan Poe. This videocassette course will trace the development of the genre from classic mysteries to hard-boiled detective stories to police procedurals. Students will read representative works by such authors as Poe, Doyle, Christie, Hammett, Chandler, and MacDonald; and they will view corresponding videotapes from an outstanding selection of film classics. Emphasis will be on the conventions of the form, the elements of fiction, the methods of critical thinking used in solving crimes, and the ethical problems raised in the works under discussion. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 221A: Survey of American Literature I

(3.0 Units) (Prerequisite: Eligibility for English 120. Three lecture hours weekly.)

Students will 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) (Prerequisite: Eligibility for English 120 or equivalent. Three lecture hours weekly.)

Students will 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 will relate the literature to the developing social and philosophical attitudes that characterize American civilization. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 222: Survey of English Literature I

(3.0 Units) (Prerequisite: Eligibility for English 120 or equivalent. Three lecture hours weekly.)

This survey will cover 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 will 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) (Prerequisite: Eligibility for English 120. Three lecture hours weekly.)

English 223 is a survey course in English literature covering important works from the Restoration through the 20th century. Lectures supply the background necessary for appreciation of the works that are read and suggest the wealth of literary material that is available to the intellectually curious reader or to the student of literature. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 224: Survey of World Literature I

(3.0 Units) (Prerequisite: Eligibility for English 150. Three lecture hours weekly.)

This course surveys the imaginative literature of the world (excluding English and American literature) from antiquity through the Renaissance, for example, from Homer and Sophocles to Cervantes and Rabelais. Lectures supply the background necessary for appreciation of the works that are read. Each is viewed both as an integral work of art and as a reflection of the values central to the narrative modes that have evolved through the centuries. Lyric and dramatic forms are also considered. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 225: Survey of World Literature II

(3.0 Units) (Prerequisite: Eligibility for English 150. Three lecture hours weekly.)

This course surveys the imaginative literature of the world (excluding English and American literature) from early modern to post modern times, for example from Voltaire and Goethe to Sartre and Kafka. Lectures supply the background necessary for appreciation of the works that are read. Each is viewed both as an integral work of art and as a reflection of the values central to the narrative modes that have evolved through the centuries. Lyric and dramatic forms are also considered. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 230: Survey of Shakespeare

(3.0 Units) (Prerequisite: Eligibility for English 150. Three lecture hours weekly.)

This survey will examine representative plays from each period in Shakespeare's career. It will focus on the main genres—romance, tragedy, comedy, and history play—and locate the plays in their historical context. Lectures will define critical ap-

proaches that open discussion of the dramatic and literary qualities of Shakespeare's work. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 235: Women in Literature

(3.0 Units) (Prerequisite: Eligibility for English 150. Three lecture hours weekly.)

The representation of the character and role of women in Western culture from Greek tragedy through contemporary literature, with a particular emphasis on American literature, will be examined through the analysis of selected texts. Lectures and discussions will concentrate on such issues as the conception of the female character, elements of women's language, the development of female writers, and the relations between literary representation and social reality. The primary focus will be on women in American literature by both male and female authors, on the writing of minority women, and on the political and cultural context of literature. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 237: The Literature of American Cultures

(3.0 Units) (Prerequisite: Eligibility for English 120. Three lecture hours weekly.)

This class will explore the richness and diversity of American culture by studying the literature of several social and ethnic groups. It will focus on themes of identity and community in works by African-American, Native American, Jewish American, Latino, and Asian American writers. Close reading of representative texts will be placed in the context of twentieth century cultural history. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 240: Classic Children's Literature

(3.0 Units) (Prerequisite: Eligibility for English 150. Three lecture hours weekly.)

An inquiry into the basic nature of children's literature: what are its social, philosophical, spiritual, and esthetic values? The course will consider techniques and modern critical theories, but the focus will be on practical criticism for the nonspecialist. Specific works studied will be representative of several genres, cultures, and periods of children's literature. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 242: Global Writings

(3.0 Units) (Prerequisite: English 120. Can be taken for credit as English 242 or Humanities 242. Credit will be awarded for only one course. Three lecture hours weekly.)

The cultural diversity and complex histories of the nations composing the contemporary international world are revealed in a variety of forms of writings from the twentieth century. Discussion and analysis of representative texts focus on colonial exploitation, political domination, liberation, formations of racism, gender inequality, expressions of cultural power, ethnic conflict and division, immigration and migrancy, and processes of globalization. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 249: Directed Study

(1-3 units)(Please see Directed Study category. Limit to Enrollment: English 150. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.)

A tutorial allowing a student to explore, through individual research, some intellectual problem or some academic area that the student wants to investigate in-depth. The student will plan and execute a project under the direction of a faculty member willing to act as tutor and qualified to supervise within the academic area relevant to the student's project. Evaluation is made through conferences and written reports; hours and numbers of reports are determined by the instructor in consultation with the student. May be taken more than once for credit. (CSU w/limit)

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)

Sara McKinnon

Faculty (Credit)

Barbara Bonander, Wendy L. Walsh, Blaze Woodlief

Department Phone: (415) 485-9644

The College of Marin offers an English as a Second Language placement testing service to provide prospective students with information with which to make informed decisions when enrolling in English as a Second Language courses. Students are provided with their test scores. Students registering for English as a Second Language courses, who need help in interpreting their individual placement test scores and/or in deciding whether to register for or remain in an English as a Second Language course, can seek assistance from a counselor or their instructor.

For information about the English as a Second Language Placement Test, students can call the Testing Office at (415) 485-9469 (located in the Student Services building, Room 18, Kentfield Campus).

English as a Second Language Noncredit Courses (ESLN)

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 EFCW: English as a Second Language for Childcare Workers

(0.0 Unit) (Advisory: ESL Placement Test.)

This class is for high-beginning to low-intermediate ESL students who need to improve their English skills to care for infants and young children and communicate with co-workers and parents in daycare centers and pre-schools. Students will learn vocabulary and grammar related to child development and caregiving activities; improve pronunciation; read books, play games and sing songs; learn effective language to help children set limits and solve problems; practice clarifying instructions and communicating information; discuss health and safety; complete job-related forms; learn to describe job experience and fill out a job application; and become aware of resources for future learning. Students may observe childcare centers and share their findings in class.

ESLN EFG: English as a Second Language for Gardeners

(0.0 Unit) (Advisory: ESL Placement Test.)

This class is for high-beginning to low-intermediate ESL students working or planning to work in landscaping. The course goal is twofold: it will cover basic landscaping content, and students will learn language and cultural expectations necessary for success on the job. Topics will include practicing the English needed to discuss plant and pest management, common plant identification and employment issues. The class will offer hands-on experience, role plays for language use, new vocabulary and pronunciation instruction.

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.

English as a Second Language Credit Courses (ESL)**ESL 039: Selected Topics (Nondegree Applicable)**

(0.5 - 6.0 Units)

ESL 040L: Low Intermediate ESL Skills Lab

(0.5-1 Unit) (No prerequisite. One and one-half laboratory hours weekly for one half student unit, and three laboratory hours weekly for one student unit.)

ESL students will improve their English in this interactive computer-based multimedia course. This lab offers low intermediate students the opportunity to practice their listening, pronunciation, speaking, vocabulary, and grammar skills in a self-paced laboratory environment. American culture and ESL life skills will be included. May be taken four times for credit.

ESL 050: Review of Low Intermediate ESL

(3.0 Units) (No prerequisite. Advisory: ESL Placement Test. Three lecture hours weekly.)

This review course is designed for ESL students at the low intermediate level. The course will review the major points covered in ESL 54 and 56. May be taken four times for credit.

ESL 053: Intermediate ESL: Writing and Grammar

(4.0 Units) (No prerequisite. Advisory: ESL Placement Test. Four lecture hours and one laboratory hour weekly.)

This course introduces the conventions of standard written English to intermediate ESL students and reviews basic grammar structures. Emphasis is placed on sentence structure and the correct use of tenses.

ESL 054: Intermediate ESL: Grammar

(3.0 Units) (No prerequisite. Advisory: ESL Placement Test. Three lecture hours and one laboratory hour weekly.)

This course will review basic grammar structures for intermediate ESL students. Emphasis will be placed on the verb tenses.

ESL 056: Intermediate ESL: Words I (Vocabulary, Spelling, Reading, and Discussion)

(4.0 Units) (No prerequisite. Advisory: ESL Placement Test. Four lecture hours weekly.)

This course is designed to improve the reading comprehension and vocabulary usage of non-native speakers of English. This course will include reading skills, study skills, short stories and the reading of short novels.

ESL 058A: Pronunciation for Non-Native English Speakers I

(2.0 Units) (No prerequisite. Advisory: ESL Placement Test. Four lecture hours weekly for eight weeks, or two lecture hours weekly.)

This course will provide ESL students the opportunity to improve their production of standard American English. Students will practice the sound system and the rhythm of the language to become more intelligible and to gain understanding of spoken English.

ESL 058B: Pronunciation for Non-Native English Speakers II

(2.0 Units) (No prerequisite. Advisory: ESL Placement Test. Four lecture hours weekly for eight weeks, or two lecture hours weekly for sixteen weeks.)

This course will provide ESL students the opportunity to improve their production of standard American English. Students will practice stress and intonation patterns, linking, assimilation, and prominence to become more intelligible and to gain understanding of spoken English.

ESL 059: Review of Intermediate ESL

(3.0 Units) (No prerequisite. Advisory: ESL Placement Test. Nine lecture hours weekly for six weeks.)

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) (No prerequisite. Advisory: ESL Placement Test or completion of ESL 40L. Three lecture hours weekly.)

This is an intermediate course in listening and speaking communication skills recommended for students enrolled in ESL 50-level or 60-level courses. Students will be introduced to formal and informal speaking and listening skills to provide a bridge to educational and career opportunities.

ESL 063: High Intermediate ESL: Writing and Grammar

(4.0 Units) (No prerequisite. Advisory: ESL Placement Test or completion of all 50-level ESL courses. Four lecture hours and one laboratory hour weekly.)

This course is suitable for the high intermediate student with a good foundation in English grammar and writing. There is an

emphasis on grammatical accuracy and on writing a logical sequence of sentences in organized paragraphs. Requires one hour weekly to be arranged in the ESL Lab.

ESL 064: High Intermediate ESL: Grammar

(3.0 Units) (No prerequisite. Advisory: ESL Placement Test or completion of all ESL 50-level courses. Three lecture hours and one laboratory hour weekly.)

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) (No prerequisite. Advisory: ESL Placement Test or completion of all 50-level ESL courses. Four lecture hours weekly.)

This course will provide high intermediate ESL students with practice reading stories, short novels, newspapers and other non-fiction materials. Students will be introduced to academic reading and study skills, and will learn to use the various resources available at the COM Library.

ESL 068: American Topics

(2.0 Units) (No prerequisite. Two lecture hours weekly.)

This course will help 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. May be taken four times for credit.

ESL 070: Review of Intermediate ESL

(3.0 Units) (No prerequisite. Advisory: ESL Placement Test. Three lecture hours weekly.)

This review course is designed for ESL students at the intermediate level. The course will review the major points covered in ESL 64, 65, and 66. May be taken four times for credit.

ESL 072: Practical Writing and Reading Skills for Intermediate to Advanced ESL Students

(4.0 Units) (No prerequisite. Advisory: ESL Placement Test or completion of ESL 60-level courses. Four lecture hours weekly.)

This course is designed to help ESL students improve their reading and writing skills in their daily and working lives. Coursework will include information gathering, exposure to business language and idioms, and consumer information.

ESL 073: Low Advanced ESL: Writing and Grammar

(4.0 Units) (No prerequisite. Advisory: ESL Placement Test or completion of all ESL 60-level courses. Four lecture hours and one laboratory hour weekly.)

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) (No prerequisite. Advisory: ESL Placement Test or completion of all 60-level ESL courses. Three lecture hours and one laboratory hour weekly.)

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) (No prerequisite. Advisory: ESL Placement Test or completion of all ESL 60-level courses. Four lecture hours weekly.)

This course is designed to improve the reading comprehension and academic vocabulary of low advanced nonnative speakers of English. This course will include reading skills, study skills, novel reading, and library research projects.

ESL 078: ESL for CIS 101

(1.0 Unit) (No prerequisite. Advisory: ESL Placement Test. One lecture hour weekly.)

This ESL course emphasizes development of the English speaking, listening, reading and writing skills needed for students studying Computer Information Systems 101.

ESL 079: Review of Low Advanced ESL

(3.0 Units) (No prerequisite. Advisory: ESL Placement Test. Nine lecture hours weekly for six weeks.)

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) (No prerequisite. Advisory: ESL Placement Test or completion of all ESL 70-level courses. Three lecture hours weekly.)

This course in listening and speaking skills is recommended for low-advanced to advanced ESL students. It will help students improve the listening and speaking skills necessary to participate in college, workplace and everyday life situations. Students will practice listening and note taking skills and will conduct interviews, give presentations and lead discussion sessions.

ESL 083: Advanced ESL: Writing and Grammar

(4.0 Units) (No prerequisite. Advisory: ESL Placement Test and completion of all 70-level ESL courses. Four lecture hours and one laboratory hour weekly.)

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 on grammar and writing skills, enabling the student to function in academic courses.

ESL 084: Advanced ESL: Grammar

(3.0 Units) (No prerequisite. Advisory: ESL Placement Test and completion of all 70-level ESL courses. Three lecture hours and one laboratory hour weekly.)

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) (No prerequisite. Advisory: ESL Placement Test and completion of all 70-level ESL courses. Three lecture hours and one laboratory hour weekly.)

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) (No prerequisite. Advisory: ESL Placement Test or completion of all 70-level ESL courses. Four lecture hours weekly.)

This course is designed to help advanced ESL students improve reading comprehension and develop academic vocabulary. It will also improve study skills for more effective reading of textbooks and other material, including short fiction.

ESL 087A: Advanced ESL: Academic Listening and Speaking

(3.0 Units) (No prerequisite. Advisory: ESL Placement Test and completion of all 70-level ESL courses. Three lecture hours weekly.)

This course in listening and speaking is recommended for advanced English learners. It will help students improve their listening and speaking with skills necessary for academic success.

ESL 088A: Introduction to Editing for ESL Students

(1.0 Unit) (No prerequisite. Advisory: Concurrent enrollment in ESL 83 or other composition courses. One and one-third lecture hours weekly for twelve weeks.)

This course is designed for ESL students enrolled in advanced writing courses. Students will 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) (No prerequisite. Advisory: Concurrent enrollment in ESL 083 or other composition courses. One and one-third lecture hours weekly for twelve weeks.)

This course is designed for ESL students enrolled in advanced writing courses. Students will 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.

Please see English category for ENGL 098SL and ENGL 120SL listings.

ENVIRONMENTAL LANDSCAPING

Environmental landscaping is more than making the world around us a beautiful place. It's about creating environments that function practically and in harmony with nature. It's growing plants, designing the spaces, and installing the landscapes. The courses are designed to meet the needs of both the home gardener and the professional gardener wanting to gain more knowledge in environmental landscaping. The field is appealing to 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 capacities.

Career Options

Arboriculture (Tree Care), Commercial Landscape Management, Environmental Planning, Interiorscape Design and Maintenance, Landscape Design and Installation, Landscape Irrigation, Landscape Salesperson, Nursery Specialist/Propagator, Park Supervision, Residential and Estate Maintenance, Retail Nursery Sales, Wholesale Nursery Production

Faculty

Fernando Agudelo-Silva

Department Phone: (415) 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, Occupational

(Certificate of Achievement in Landscape Construction and Design Concepts Specialty, Landscape Maintenance Specialty, and Nursery Management Specialty 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 capacities.

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

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor. (An additional

specialty degree or certificate can be awarded only if twelve of the required units have not been used for any other degree or certificate.)

CORE PROGRAM

The following courses are required of all Environmental Landscaping degree and/or Certificate of Achievement students.

Requirements			Units
ELND	110A	Introduction to Environmental Landscaping	1½
ELND	110B	Introduction to Environmental Landscaping	1½
ELND	120A*	Landscape Ecology	1½
ELND	120B*	Landscape Ecology	1½
ELND	154A	Plant Materials I	1½
ELND	154B	Plant Materials I	1½
ELND	210A	Integrated Pest Management	1
ELND	210B	Insect Identification and Control	1
ELND	210C	Integrated Pest Management of Plant Diseases and Weeds	1
ELND	254A	Plant Materials II	1½
ELND	254B	Plant Materials II	1½

SPECIALTIES

In addition to the core program listed above, each Environmental Landscaping degree and/or Certificate of Achievement student will complete one of the following specialties:

Landscape Construction and Design Concepts Specialty

ELND	157	Principles of Landscape Design	3
ELND	158	Landscape Materials and Construction	3
ELND	201	Special Topics in Landscape Design	3
ELND	253	Landscape Irrigation Systems	3
ELND	260	Landscape Estimating and Management	3

Landscape Maintenance Specialty

ELND	253	Landscape Irrigation Systems	3
ELND	262A	Environmental Maintenance Practices	1½
ELND	262B	Environmental Maintenance Practices	1½

Nursery Management Specialty

ELND	157	Principles of Landscape Design	3
ELND	262A	Environmental Maintenance Practices	1½
ELND	262B	Environmental Maintenance Practices	1½
ELND	264	Landscape Nursery Practices	3

Environmental landscaping students working toward a degree may wish to consider the following courses as electives to enhance job skills.

ARCH	120	Beginning Architectural Drafting	4
ARCH	130	Introduction to Architecture and Environmental Design	3
ART	112	2-D Art Fundamentals	4
COMP	110	Introduction to Computers	1
ENGG	125	Introductory Engineering Graphics	4
ENGG	126	Intermediate Engineering Graphics	2

** Please note: To fulfill the Natural Sciences Requirement for graduation, environmental landscaping students must take Biology 162, General Ecology.*

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.

Design Skills Certificate

Requirements	Units
ELND 120A Landscape Ecology	1½
ELND 120B Landscape Ecology	1½
ELND 154A Plant Materials I	1½
ELND 154B Plant Materials I	1½
ELND 157 Principles of Landscape Design I	3
ELND 253 Landscape Irrigation Systems	3
ELND 254A Plant Materials II	1½
ELND 254B Plant Materials II	1½

Environmental Landscaping Courses (ELND)

ELND 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

ELND 100: Introductory Design Principles for Sustainable Gardening and Landscaping

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

An introductory foundation for the practices of sustainable gardening and landscaping and ecologically sound use of resources. The course covers key concepts for designing and installing gardens or landscapes according to principles of ecological sustainability. It addresses design principles including site analysis, plant selection, soils, and economic and social considerations. (CSU)

ELND 110A: Introduction to Environmental Landscaping

(1.5 Units) (No prerequisite. Three lecture hours weekly for eight weeks.)

This foundation class, essential for anyone interested in plants either as a career or a hobby, introduces students to key concepts necessary for gardening or landscaping following environmentally sound techniques. It covers information about career paths, plant systems, basic plant structure, physiology and identification, principles of soil structure and function. This short class is the first half of an introductory course in environmental landscaping. (CSU)

ELND 110B: Introduction to Environmental Landscaping

(1.5 Units) (No prerequisite. Three lecture hours weekly for eight weeks.)

This short class is the second half of an introductory course in environmental landscaping and is essential for anyone interested in plants either as a career or a hobby. This class introduces students to the concepts necessary for gardening or landscaping following environmentally sound techniques. It covers information about: establishment of gardens and landscapes, irrigation, integrated management of insects, mites, plant diseases and weeds, pruning and design. (CSU)

ELND 120A: Landscape Ecology

(1.5 Units) (No prerequisite. Three lecture hours weekly for eight weeks.)

This class is essential for anyone interested in ecologically sound gardening and landscaping. The class covers evolution of ecological concepts, structure and function of plant ecosystems, and factors that regulate plant communities. It covers the effects of climate on plant communities and their relevance for gardening and landscaping. This short class is the first half of a two-class sequence on plant ecology. May be taken twice for credit. (CSU)

ELND 120B: Landscape Ecology

(1.5 Units) (No prerequisite. Three lecture hours weekly for eight weeks.)

This class is essential for anyone interested in ecologically sound gardening and landscaping. The class covers ecological interactions that regulate plant communities such as biogeochemical cycles, predation, parasitism, disease, competitions, and their relevance for gardening and landscaping and ecological studies. This short class is the second half of a two-class sequence on plant ecology. May be taken twice for credit. (CSU)

ELND 139: Selected Topics

(0.5 - 6.0 Units)

ELND 154A: Plant Materials I

(1.5 Units) (No prerequisite. Two and one-half lecture and one and one-half laboratory hours weekly for eight weeks.)

Identification, habits of growth, cultural and environmental requirements, and use of woody and herbaceous plants grown in the landscape. Plants will be studied during the season in which they are of significant interest in the landscape. (Covers plants that are attractive in the winter and spring.) This is a short course of eight weeks and the first part of the spring plant identification course. (CSU/UC)

ELND 154B: Plant Materials I

(1.5 Units) (No prerequisite. Two and one-half lecture and one and one-half laboratory hours weekly for eight weeks.)

Identification, habits of growth, cultural and environmental requirements, and the use of woody and herbaceous plants grown in the landscape. Plants will be studied during the season

in which they are of significant interest in the landscape. (Covers plants that are attractive in the winter and spring.) This is a short course of eight weeks and the second part of the spring plant identification course. (CSU/UC)

ELND 157: Principles of Landscape Design

(3.0 Units) (No prerequisite. Two lecture and three laboratory hours weekly.)

An introduction to landscape design, including the history and fundamentals of the development of landscape design, basic drawing skills and site analysis. The course also addresses principles of sustainability in landscape design, construction and maintenance. (CSU/UC)

ELND 158: Landscape Materials and Construction

(3.0 Units) (No prerequisite. Two lecture and three laboratory hours weekly.)

This course is a survey of materials and techniques used in the construction of landscapes. Materials included will be wood, masonry, irrigation, drainage, soil amendments and outdoor lighting. Also covered will be the reading and interpretation of plans and specifications as well as elementary surveying and grade interpretation. This course is designed to aid in the successful completion of the California Landscape Contractors examination. (CSU)

ELND 160: Soils: Ecology and Management

(3.0 Units) (No prerequisite. May be taken for credit as Environmental Landscaping 160 or Biology 160. Credit will be awarded for only one course. Two and one-half lecture and one and one-half laboratory hours weekly.)

This class explores how soil forms and develops, its physical and biological components and their interrelationships. Topics include: historical review of soil/human interactions, soil formation from parent material, classification, physical properties such as texture and structure, life forms found in 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)

ELND 201: Special Topics in Landscape Design

(3.0 Units) (No prerequisite. Advisory: A drafting course or an introductory course in landscape design. Two lecture and three laboratory hours weekly.)

This class explores current and specialized landscape design aspects. Topics include current design trends in light of ecological, social, economic and technology circumstances. Subjects covered may include new materials (plants, lights, structures, embellishments) and techniques (hardware, software) and connections between landscape design, ecological sustainability and health. May be taken three times for credit. (CSU)

ELND 202: Specialized Landscape Construction Projects

(3.0 Units) (No prerequisite. Two lecture and three laboratory hours weekly.)

This class explores special aspects of landscape materials and construction. Topics include tools, techniques, materials and processes necessary to build a wide variety of structures in landscapes. The class includes projects such as working with various types of wood, stone, brick, tile and concrete. Students will participate in class projects to build diverse structures utilized in gardens and landscapes. May be taken three times for credit. (CSU)

ELND 210A: Integrated Pest Management

(1.0 Unit) (No prerequisite. Three and one-half lecture hours weekly for five weeks.)

This class addresses principles to establish and implement Integrated Pest Management (IPM) strategies and tactics in gardens and landscapes. It covers approaches for ecologically sound management of organisms associated with plants in landscapes. Information presented includes the ecological basis for IPM, the process to establish an IPM plan and IPM strategies and practices. This short class is the first third of a three-class sequence of IPM classes. (CSU)

ELND 210B: Insect Identification and Management

(1.0 Unit) (No prerequisite. Three and one-half lecture hours weekly for five weeks.)

This class addresses identification of common arthropods found in gardens and landscapes. It also addresses ecologically sound strategies and tactics to manage arthropods on plants following Integrated Pest Management (IPM) principles. The class covers biological, microbiological, chemical and cultural arthropod management methods. This short class is the second third of a three-class sequence in IPM. (CSU)

ELND 210C: Integrated Pest Management of Plant Diseases and Weeds

(1.0 Unit) (No prerequisite. Three and one-half lecture hours weekly for five weeks.)

This class addresses strategies for ecologically sound management of plant diseases and weeds in gardens and landscapes. It also addresses approaches to identify common plant pathogens and the selection and use of management options. The class covers biology and ecology of plant pathogens and weeds, and nature and function of chemical, biological and cultural management methods. This class is the last third of a three-class sequence in IPM. (CSU)

ELND 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment: Landscape Management 110. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.)

Individual study in a subject of interest in landscape management that goes beyond regular course offerings. The student plans and executes an individual project under the direction of a member of the department. Evaluation is through a detailed written report or examination of the study undertaken. May be taken more than once for credit. (CSU w/limit)

ELND 251: Turfgrass Management

(3.0 Units) (No prerequisite. Two lecture and three laboratory hours weekly.)

A course designed to bring about an understanding of the major turfgrasses grown in Northern California and their management. A study of turfgrass maintenance practices such as mowing, fertilization, irrigation, and control of weeds, insects, and diseases. (CSU)

ELND 253: Landscape Irrigation Systems

(3.0 Units) (No prerequisite. Two lecture and three laboratory hours weekly.)

This class covers topics essential to provide water, in an ecologically sensitive manner, to plants in gardens and landscapes. Concepts covered include: soil /water/ plant /weather relationships, basic hydraulics, site information, irrigation requirements, design and installation of diverse types of irrigation systems. (CSU)

ELND 254A: Plant Materials II

(1.5 Units) (No prerequisite. Two and one-half lecture and one and one-half laboratory hours weekly for eight weeks.)

Identification, habits of growth, culture, environmental requirements, and use of woody and herbaceous plants grown in the landscape. Plants will be studied that exhibit late summer features such as flowers, fruit and foliage color. This is a short course of eight weeks to highlight late summer interest in the garden. (CSU/UC)

ELND 254B: Plant Materials II

(1.5 Units) (No prerequisite. Two and one-half lecture and one and one-half laboratory hours weekly for eight weeks.)

Identification, habits of growth, culture, environmental requirements, and use of woody and herbaceous plants grown in the landscape. Plants will be studied that exhibit autumn features such as flowers, fruit, foliage coloration and deciduous appearance. This is a short course of eight weeks to highlight autumn interest in the garden. (CSU/UC)

ELND 260: Landscape Estimating and Management

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

A study of business practices related to the construction of ornamental landscapes. Includes publications for new jobs, site evaluation, landscape plans (design), and specifications. Office and business practices for the landscape contracting industry. Bid document breakdowns, price comparisons, capital expenditures, preparation of bid documents, subcontracting, certificates of insurance, lien notices, and as-built drawings. (CSU)

ELND 262A: Environmental Maintenance Practices

(1.5 Units) (No prerequisite. Two and one-half lecture and one and one-half laboratory hours weekly for eight weeks.)

This class covers strategies and practices for ecologically sound garden and landscape maintenance, and the relationships between landscape/garden design and maintenance practices. Topics include soil management and water/weed/green waste management. This is the first half of a two-course sequence in Landscape Maintenance. (CSU)

ELND 262B: Environmental Maintenance Practices

(1.5 Units) (No prerequisite. Two and one-half lecture and one and one-half laboratory hours weekly for eight weeks.)

This class covers strategies and practices for ecologically sound garden and landscape maintenance with emphasis on efficient use of resources. It addresses maintenance practices such as insect, plant disease and weed management, following Integrated Pest Management (IPM) principles. This is the second half of a two-course sequence in Landscape Maintenance. (CSU)

ELND 264: Landscape Nursery Practices

(3.0 Units) (No prerequisite. Two lecture and three laboratory hours weekly.)

A course that covers the practices used in the operation of a commercial nursery including nursery structures and layout, seeding, transplanting, balling, potting, canning, fertilizing, pest control, and plant diseases. Propagation of plants, planting soil mixtures, their preparation and use. Legal aspects of operating a commercial retail nursery. Advertising and merchandising of nursery products. (CSU)

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

A.A. in Ethnic Studies

The Ethnic Studies Program provides transfer, general education, general interest courses, as well as an Associate in Arts degree. The Associate in Arts Degree in Ethnic Studies is designed for those who desire to gain insight into the historical and philosophical impact of cultures and their contribution to the culture of the United States.

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

Requirements				Units
Six units from:				
ETST	110	Introduction to Ethnic Studies		3
HIST	117	History of the United States I		3
Or				
HIST	118	History of the United States II		3
Nine units from:				
ETST	111	History of African Americans (A)		3
ETST	112	History of African Americans (B)		3
ETST	121	History of Latinos (as) in the United States		3
ETST	151	Native American History		3
Choose three units from:				
ETST	154	Native American Literature		3
ART	108 or			
ETST	108 or	Art of the Americas		3
HUM	108	Art of the Americas		3
HIST	111	Western Civilization II: 1350-1815		3
HIST	238	History of Africa		3
MUS	105	Rock, Pop, and Jazz		3
JOUR	160 or			
COMM	160	Images of Race, Gender, and Class in the Media		3
SPCH	128	Intercultural Communication		3
ECON	125	Research Methods and Term Papers in Economics		
Or				
ETST	125	Research Methods and Term Papers in Ethnic Studies		
Or				
HIST	125	Research Methods and Term Papers in History		
Or				
POLS	125	Research Methods and Term Papers in Political Science		
Or				
SSC	125	Research Methods and Term Papers in Social Science		3

Ethnic Studies Courses (ETST)

ETST 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

ETST 108: Arts of the Americas

(3.0 Units) (No prerequisite. Can be taken for credit as Ethnic Studies 108, Art 108, or Humanities 108, but credit will be awarded for only one course. Three lecture hours weekly.)

A survey of the arts and architecture of the Americas--North, Central, Caribbean and South Americas--focusing on a selection of works from the major pre Columbian, Spanish Colonial, and modern cultures. Art of the United States will focus on works from the culturally diverse peoples of the Bay Area. (CSU/UC) AA/AS Area C & G, CSU Area C-1, IGETC Area 3A

ETST 110: Introduction to Ethnic Studies

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

A survey course designed to promote academic and professional knowledge of, and sensitivity to, historical and cultural developments important to ethnic groups in the United States. This is a foundation course in which students will develop an understanding of the social, economic, political, and cultural experiences of ethnic minorities in America. (CSU/UC) AA/AS Area B & G, CSU Area D-3, IGETC Area 4

ETST 111: History of African Americans (A)

(3.0 Units) (No prerequisite. Ethnic Studies 111 is not a prerequisite for Ethnic Studies 112. Three lecture hours weekly.)

This course is a historical survey of the African/African American experience from developments on the African continent to the beginning of the twentieth century in American history. The course is designed to explore the role of African beginnings, the African Diaspora, and Black Nationalism in the growth of a distinctive African American culture in the United States. Course emphasis will include the early development of the African continent, Nile Valley cultures, the influences of trade and Islam, European-African interactions, Caribbean and South American developments, slavery in North America, the expansion, the Civil War, and the era of Reconstruction. (CSU/UC) AA/AS Areas B or F & G, CSU Area D-3 or D-6, IGETC Area 4, CSU US History, Constitution, and American Ideals

ETST 112: History of African Americans (B)

(3.0 Units) (No prerequisite. Ethnic Studies 111 is not a prerequisite for Ethnic Studies 112. Three lecture hours weekly.)

This is a historical survey of the African American experience in the United States from the American Revolution to the twenty-first century. The course will focus on the history, social movements, and political aspirations of African Americans in the context of American history. Course emphasis will include the African Diaspora, Black Nationalism, the development of independent separate institutions, and the historical background to the civil rights movement. (CSU/UC) AA/AS Areas B or F & G, CSU Area D-3 or D-6, IGETC Area 4, CSU US History, Constitution, and American Ideals

ETST 121: History of Latinos in the United States

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course is a historical survey of the Latino/Latina experience in North America from pre-Columbian experiences through the contemporary era. The course will focus on the development of a distinctive Latino culture and its political, social, and economic manifestations in the United States. The key goal is to provide students with an understanding of the diversity of the Latino experience in the context of American history. (CSU/UC) AA/AS Areas B or F & G, CSU Area D-3 or D-6, IGETC Area 4, CSU US History, Constitution, and American Ideals

ETST 125: Research Methods and Term Papers in Ethnic Studies

(3.0 Units) (No prerequisite. Advisory: Competence in written language skills comparable to eligibility for English 150. Students may receive credit for this course as Economics 125, Ethnic Studies 125, History 125, Political Science 125, or Social Science 125. Credit will be awarded for only one discipline. Three lecture hours weekly.)

This course focuses on the elements of critical thinking and methods of research in the social sciences and develops skills required to organize such thought and research into effective, college-level presentations. Various social science faculty members will offer their expertise to students on an individual basis as they develop their presentations. Students are encouraged to select areas of research from other courses taken during the semester or from areas of special interest including politics, history, economics, education, women's studies, ethnic studies, current issues, and issues of community concern. (CSU/UC) CSU Area A-3, IGETC Area 4

ETST 128: Art Field Trips

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

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

ETST 139: Selected Topics

(0.5 - 6.0 Units)

ETST 151: Native American History

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

An introductory historical survey to Native American cultures of North America from the pre-colonial period to the present. The course will emphasize the diversity of North American Native cultures and their social and political evolution. A key theme of the course will be the issues of land, political and social interactions with European cultures, and late twentieth century political and economic developments. (CSU/UC) AA/AS Areas B or F & G, CSU Area D-3 or D-6, IGETC Area 4, CSU US History, Constitution, and American Ideals

ETST 154: Native American Literature

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course is a survey of Native American literature and culture. The course will focus on the work of selected Native American au-

thors, both poets and fiction writers, with an emphasis on Native American cultures and the social issues facing Native Americans. The course will also develop students' creative writing skills and their cultural sensitivity. The goal of the class is to understand the Native American experience in the context of Native American literature and the history of this American hemisphere. (CSU/UC) AA/AS Areas B or C & G, CSU Area C-2, IGETC Area 3B

ETST 242: History and Politics of Contemporary Africa

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

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 of the course include the legacy of colonialism, nationalism, globalization, and the growth of independence movements. (CSU/UC) AA/AS Area B

ETST 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment: One course in the discipline and/or prerequisite(s) determined by the appropriate discipline. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)

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, Sports caster, Studio Technician, Teacher, Videotape Photographer, Writer

Faculty

Frank Crosby

Department Phone: (415) 485-9348

Transfer

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

A.A. in Communications, Filmmaking Option

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

Requirements	Units
COMM 150 Introduction to Filmmaking	4
COMM 240 Advanced Production Projects	3
COMM 170 Workshop in Cinematography	3
COMM 175 Avid Nonlinear Editing	3

Six additional units to be selected from the following:

Any advanced film production course	
COMM 109A History of Film: Beginning to 1950	4
Or	
HUM 109A History of Film: Beginning to 1950	4
COMM 109B History of Film: 1950 to the Present	4
Or	
HUM 109B History of Film: 1950 to the Present	4
COMM 110 Introduction to Mass Communication	3
Or	
JOUN 110 Introduction to Mass Communication	3
COMM 160 Images of Race, Gender, and Class in the Media	3
Or	
JOUN 160 Images of Race, Gender, and Class in the Media	3
COMM 161 Film and Television Writing	3
COMM 166 Writing Short Film and Television Productions	3

A.A. in Communications, Screenwriting Option

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

Requirements	Units
COMM 109A History of Film: Beginning to 1950	4
Or	
HUM 109A History of Film: Beginning to 1950	4
COMM 109B History of Film: 1950 to the Present	4
Or	
HUM 109B History of Film: 1950 to the Present	4
COMM 161 Film and Television Writing	3
COMM 162 Advanced Film and Television Writing (Must be taken twice for six units.)	6

One course to be chosen from the following:

COMM 150 Introduction to Filmmaking	4
-------------------------------------	---

Three additional units to be selected from the following:

COMM 110 Introduction to Mass Communication	3
Or	
JOUN 110 Introduction to Mass Communication	3
COMM 160 Images of Race, Gender and Class in the Media	3
Or	
JOUN 160 Images of Race, Gender and Class in the Media	3
COMM 162* Advanced Film and Television Writing	3
COMM 163 Screenplay Projects	3

COMM 166 Writing Short Film and Television Productions	3
Any other film or television production course	4
* May be taken four times for credit.	

Film/Video Courses (COMM)

COMM 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

COMM 108: Film Studies/Selected Topics

(1.0 Unit) (No prerequisite. Either one evening a week for six weeks, or six three-hour classes [two weeks], or seventeen and one-half hours on one weekend.)

This class offers an intensive survey of a single subject of film study such as influential director, screenwriter, cinematographer, or an influential movement in film history. Subjects of study change, but will include such topics as the following: the Director (Hitchcock, Fellini, Truffaut, Nicholas Ray, Frank Capra); the Screenwriter (Waldo Salt, John Sayles, David Mamet, John Patrick Shanley); Animation (classic, Disney, Fleisher); and Focus on Film Noir, Focus on the Western, Focus on French New Wave, Focus on Italian Neo-Realism, Japanese Cinema, Focus on Third World. Check current schedule for particular focus offered. Communications 108 may be taken more than once for credit provided the same topic is not repeated. (CSU) AA/AS Area C (three units)

COMM 109A: History of Film: Beginning to 1950

(4.0 Units) (No prerequisite. Can be taken for credit as Communications 109A or Humanities 109A, but credit will be awarded for only one course. Four lecture hours weekly.)

This course offers a chronological survey of narrative film as art, business, technology, and politics from the beginning of the movies in the 1890s to post World War II. Periods and movements covered will include the Silent Era, German Expressionism, Soviet Avant Garde and editing of the 1920s, French classicism, American Studio Period and sound, as well as the history of censorship in the United States. Classroom screenings of representative films. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

COMM 109B: History of Film: 1950 to the Present

(4.0 Units) (No prerequisite. Can be taken for credit as Communications 109B or Humanities 109B, but credit will be awarded for only one course. Four lecture hours weekly.)

This course offers a chronological survey of narrative film as art, business, technology, and politics from 1950 to the present. Periods and movements covered will include the American Studio Period, 1950s Film Noir and subversive movements, Italian Neorealism, French Nouvelle Vague, National Cinemas of Sweden, England, Czech Golden Age, Poland, Hungary, Japan, India, China, Iran, The New German Film, Third World Cinemas; Australia, the Hollywood Renaissance of the 1960s and 1970s, Dogma 95, and independent film movements. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

COMM 139: Selected Topics

(0.5 - 6.0 Units)

COMM 140: Film Direction

(3.0 Units) (No prerequisite. Two lecture and three laboratory hours weekly.)

Functions of the director in relation to cast and crew; process of casting, script breakdown, blocking, dramatic and cinematic interpretation of scripted material, and practice in crew functions following the professional model. We will explore how the director and crew operate in a variety of genres, i.e., theatrical, documentary, commercial, training, etc. (CSU)

COMM 145: Developing Ideas for Film, Multimedia and Video Projects

(2.0 Units) (No prerequisite. Two lecture hours weekly.)

This class is appropriate for anyone who needs to learn how to develop a concept, idea or story for short film, multimedia and video projects. The focus of the course is to give students the skills and practical experience necessary to create a script for a short documentary, multimedia, narrative, music, experimental, interview, personal and promotional film and video projects. (CSU)

COMM 146: Film/Video Production

(1.0 Unit) (No prerequisite. Other limitations: Basic English Skills. One lecture hour weekly.)

This hands-on class is appropriate for anyone who needs to learn how to complete preproduction tasks for film and video. The focus of the course is to give students the skills and practical experience necessary to carry out preproduction duties for documentary, narrative, music, experimental, interview, personal and promotional film and video projects. (CSU)

COMM 150: Introduction to Filmmaking

(4.0 Units) (No prerequisite. Three lecture and three laboratory hours weekly.)

This hands-on class is appropriate for anyone who is considering a career in cinema or who wants to take a filmmaking class for fun and personal enrichment. The focus of the course is to give students a basic set of filmmaking and visual communication skills. Using digital video, 16mm film and computers, students, working in groups and individually, learn and practice the fundamentals of filmmaking without having to incur the cost of producing a complete film. (CSU/UC)

COMM 151: Video Production: Shooting on Location

(3.0 Units) (No prerequisite. Two and one-half lecture and one and one-half laboratory hours weekly.)

This hands-on class is appropriate for anyone who needs to gain basic video field production skills or who wants to take a video production class for fun and personal enrichment. The focus of the course is to give students a basic set of video production and visual communication skills. Using small and lightweight digital

video equipment, students, working in groups and individually, learn how to shoot video on location for documentary, narrative, music, experimental, interview, personal and promotional projects. (CSU)

COMM 161: Film and Television Writing

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course is designed to teach students the basics of dramatic writing so that they can learn the functions of each act of a drama in drawing sympathy for characters, creating interesting conflict, and unifying the message. The student will analyze completed feature films, screenplays, and television programs for their structure, pacing, and characterization. They will create their own original stories, both for television and for film; write several scenes in correct format; and complete a treatment for feature film or television. (CSU)

COMM 162: Advanced Film and Television Writing

(3.0 Units) (Prerequisite: Communications 161. Three lecture hours weekly.)

This course assumes students have some experience writing in screenplay or teleplay format and are familiar with basic structure, dramatic conflict, and character development. Class is a workshop/seminar format; students present original works-in-progress for rewrite suggestions. Lessons in issues of subtext, dialogue, plot motivation, development of characters' psychological needs, and plot tightening for pacing will be given. May be taken four times for credit. (CSU)

COMM 163: Screenplay Projects

(3.0 Units) (Prerequisite: Communications 162. Three lecture hours weekly.)

This course assumes the student has already taken five semesters of Writing for TV and Film and is working on either a continuing screenplay or teleplay project or is starting a new project. Class is a workshop seminar format; students present original works in progress for rewrite suggestions. May be taken four times for credit. (CSU)

COMM 166: Writing Short Film and Television Productions

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

Exercises to develop fluency in the language of the motion picture. Creation of shooting scripts and/or storyboarding for short documentary, animated, or narrative films and videos. Viewing and analysis of representative works to examine structure and style. May be used to develop projects for production courses. (CSU)

COMM 170: Workshop in Cinematography

(3.0 Units) (Prerequisite: Communications 150. Two lecture and three laboratory hours weekly.)

This is an intermediate level class that teaches intermediate techniques of cinematography and lighting through classroom instruction, exercises, and studio and location shooting. In ad-

dition, students will learn how to maintain camera and lighting equipment and develop advanced skills in visual communication and the art and craft of cinematography. May be taken twice for credit. (CSU)

COMM 175: Avid Nonlinear Editing Workshop

(3.0 Units) (Prerequisite: Communications 150. Two lecture and three laboratory hours weekly.)

This course provides basic instruction in the theory and practical application of nonlinear editing for film and video using the Avid editing workstation. The emphasis is on developing students' skills through hands-on work and practice on the Avid system. May be taken three times for credit. (CSU)

COMM 176: Advanced Avid Nonlinear Editing

(1.0 Unit) (Prerequisite: Communications 175. One lecture hour weekly.)

Using lecture, demonstration, and hands-on practice this workshop explores advanced Avid nonlinear editing techniques. It introduces horizontal and vertical effects, nesting, keying, key frames, and media and project management. May be taken twice for credit. (CSU)

COMM 177: Protools Nonlinear Audio Editing

(3.0 Units) (No prerequisite. Advisory: Basic computer skills. Two lecture and three laboratory hours weekly.)

Using lecture, demonstration, and hands-on practice, this workshop explores basic audio nonlinear editing techniques. It introduces digital audio workstations, digital multitrack recording, and midi and digital signal processing. May be taken twice for credit. (CSU)

COMM 181: Film and Video Audio Recording Workshop

(1.0 Unit) (No prerequisite. One lecture hour weekly.)

This workshop helps students develop basic skills in location sound recording for film and video. Topics include basic use of microphones, introduction to analog and digital sound recording, and techniques for recording good quality sound on location. May be taken twice for credit. (CSU)

COMM 182: Sync-Sound Production Workshop

(1.0 Unit) (Prerequisite: Communications 150. One lecture hour weekly.)

This workshop is designed to teach students the basics of sync-sound preproduction planning and production and prep for editing a sync-sound film. Using film, cameras, and computers students working in small groups shoot and sync a short dialogue scene. May be taken twice for credit. (CSU)

COMM 183: Microphone Use and Technique for Film and Video

(2.0 Units) (No prerequisite. Other limitations: Basic English Skills. Two lecture hours weekly.)

This class is appropriate for anyone who needs to learn how microphones work, how to select the correct microphone for a

project, how and where to set up the microphone to capture the best sound and ways to change a location or studio into a sound-friendly environment. The focus of the course is to give students the knowledge and skills to design and create effective sound for documentary, multimedia, narrative, experimental, and promotional film and video projects. (CSU)

COMM 240: Advanced Production Projects

(3.0 Units) (Prerequisites: Communications 140, 150, 166, and 170. Three lecture hours weekly.)

This class is an advanced level seminar that allows students to work on their second-year film projects. The seminar includes a critical and analytical evaluation of students' films, working as crew on other advanced level students' projects, and completing postproduction work. May be taken four times for credit. (CSU)

COMM 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment: One course in the discipline and/or prerequisite(s) determined by the appropriate discipline. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)

FIRE TECHNOLOGY

These courses provide occupational education and training for men and women who wish to pursue coursework in fire technology.

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

Skills Certificates

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

Requirements			Units
FIRE	112	Emergency Medical Technician-1	6

Fire Technology Courses (FIRE)

FIRE 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

FIRE 112: Emergency Medical Technician I

(6.0 Units) *(Prerequisite: First Aid for Public Safety Personnel or equivalent and CPR for Health Care Providers. Previous EMT-1, EMT-2, EMT-P accepted. Five lecture and three laboratory hours weekly. Plus ten additional hours to be arranged and four hours testing.)*

This course provides instruction in the skills and knowledge required for the Emergency Medical Technician (EMT1) scope of practice. Supervised clinical experience with emergency ambulance providers and/or hospital emergency room is included. Enrollment limited to 30. A health clearance and a criminal background clearance are required by clinical agencies. (CSU) For more information, please refer to the department website: www.marin.edu/departments/fire_technology.

FIRE 139: Selected Topics

(0.5 - 6.0 Units)

FIRE 215: Advanced First Aid/First Responder

(3.0 Units) *(No prerequisite. Can be taken as Fire Technology 215, Health Education 215 or Physical Education 215. Students receive credit for only one course. Three lecture hours weekly.)*

This first responder course will teach the basics of good patient care and the skills needed to deliver appropriate care to the victim of an accident or sudden illness until more highly trained emergency personnel arrive. Upon successful completion of the course, certificates will be awarded for the First Responder and CPR for the Professional Rescuer. This course is a prerequisite for the Emergency Medical Technician Program. (CSU)

FIRE 249: Directed Study

(1-3 Units) *(Please see Directed Study category. Limit to Enrollment: One course in the discipline and/or prerequisite(s) determined by the appropriate discipline. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)*

FIRE 255: Wildland Fire Fighting

(1.5 Units) *(No prerequisite. Sixteen lecture and twenty-four laboratory hours.)*

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. May be taken four times for credit. (CSU)

FRENCH

A major reason for studying the French language is the enrichment of one's intellectual growth in 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

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

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 French

Students may take classes at either campus to fulfill requirements for the major.

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

Requirements				Units
FREN	101	Elementary French I		5
FREN	102	Elementary French II		5
FREN	203	Intermediate French III		5
In addition, completion of one course from the following list:				
FREN	110	Conversational French I		4
FREN	112	Conversational French II		4
FREN	114	Conversational French III		4
FREN	204	Intermediate French IV		4
FREN	225	Advanced French I		3
FREN	226	Advanced French II		3
FREN	249	Directed Study		3

French Courses (FREN)

All French courses can be taken for a letter grade or credit/no credit.

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

FREN 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

FREN 101: Elementary French I

(5.0 Units) (No prerequisite. Four lecture and three laboratory hours weekly.)

A beginning course which offers study and practice in speaking, understanding, reading, and writing French, along with an exploration of cultural aspects of the French-speaking world. The three-hour weekly laboratory requirement enhances the student's verbal and comprehension skills through the use of audiovisual materials. May also be offered in a distance learning format. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 6: UC Language other than English

FREN 102: Elementary French II

(5.0 Units) (Prerequisite: French 101. Four lecture and 3 laboratory hours weekly.)

Further emphasis is placed on the structure of the language, verbal communication, and understanding of French culture. Continued use of the language laboratory for further mastery of the language. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B or 6: UC Language other than English

FREN 108A: French Culture and Literature Go to the Cinema

(3.0 Units) (Prerequisite: French 101 or equivalent. Three lecture hours weekly.)

This course is designed to introduce students to films that were inspired by classic, significant and, in many instances, famous literary pieces. The emphasis will be on the connection between the novel/story and its artistic expression in the film. This course will teach the students about traditional and modern trends in French literature and film. It will establish a connection between literature and socio-cultural and political changes in French-speaking countries, through these two artistic and expressive means. (CSU/UC) CSU Area C-2, IGETC Area 3B

FREN 108B: French Culture and Literature Go to the Cinema

(3.0 Units) (Prerequisite: French 101 or equivalent. Three lecture hours weekly.)

This course is designed to introduce students to the films that were inspired by famous cultural aspects of the twentieth century in French society. The emphasis will be on the connection between the French era and its artistic expression in the film. This course will also teach the student about traditional and modern trends in French literature. It will establish a connection between

socio-cultural and political changes in French-speaking countries, through these two artistic and expressive means. (CSU/UC) CSU Area C-2, IGETC Area 3B

FREN 110: Conversational French I

(4.0 Units) (No prerequisite. Three lecture and three laboratory hours weekly.)

Use of modern colloquial French in conversation with elementary grammar. Designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar. Oral practice in speaking, understanding, and correct pronunciation of French, using audiovisual materials depicting everyday situations. Can also be offered in a distance learning format. (CSU)

FREN 112: Conversational French II

(4.0 Units) (Prerequisite: French 110. Three lecture and three laboratory hours weekly.)

Continued use of modern colloquial French in conversation with elementary grammar. Designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar. Continued oral practice in speaking, understanding, and correct pronunciation of French, using audiovisual materials depicting everyday situations. (CSU)

FREN 114: Conversational French III

(4.0 Units) (Prerequisite: French 112. Three lecture and three laboratory hours weekly.)

Continued use of modern colloquial French in conversation with elementary grammar. Designed for students wishing to acquire skills of the spoken language with a minimum of formal grammar. Continued oral practice in speaking, understanding, and correct pronunciation of French, using audiovisual materials depicting everyday situations. (CSU)

FREN 139: Selected Topics

(0.5 - 6.0 Units)

FREN 203: Intermediate French III

(5.0 Units) (Prerequisite: French 102. Advisory: Concurrent enrollment in French 114. Four lecture and three laboratory hours weekly.)

Review and expansion of grammatical concepts with continued emphasis on verbal communication. Introduction to literary and journalistic readings for vocabulary and idiom expansion as well as cultural enrichment. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B or 6: UC Language other than English

FREN 204: Intermediate French IV

(4.0 Units) (Prerequisite: French 203. Four lecture hours weekly.)

A further study of the French language with a review of the grammar and extensive readings from the literature and press with emphasis on verbal communication. An exploration of the use of French and the impact of French culture outside of France. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B or 6: UC Language other than English

FREN 225: Advanced French I

(3.0 Units) (Prerequisite: French 204. Three lecture hours weekly.)

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 or 6; UC Language other than English

FREN 226: Advanced French II

(3.0 Units) (Prerequisite: French 225. Three lecture hours weekly.)

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 or 6; UC Language other than English

FREN 249: Directed Study

(1-3 units)(Please see Directed Study category. Limit to Enrollment: French 225 and 226. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/ limit)

GEOGRAPHY

There is a wide diversity of careers that geography offers. Possible avenues for specialization include business, government, teaching, cartography, conservation, land use, photogrammetry, climatology, soil and agriculture, urban and regional planning, resource evaluation, industrial location sites, and marketing research.

Career Options

Cartographer, City Planner, Computer Mapper, Geographic Analyst, International Economist, Land Officer, Location Analyst, Map Curator, Market Researcher, News and Travel Magazine Editor, Soil Conservationist, Teacher, Transportation Planner

Faculty

Donald J. Foss, Victor V. Minasian

Department Phone: (415) 485-9510

Transfer

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

A.S. in Geography

The Geography Program provides transfer, general education, general interest courses, as well as an Associate in Science degree.

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

Requirements			Units
GEOG	101	The Physical Environment	3
GEOG	101L	Physical Environment Laboratory	1
GEOG	102	The Human Environment	3
Six additional units selected from the following courses:			
GEOG	125	Introduction to Geographic Information Systems	1½
GEOG	126	Application of Geographic Information Systems Research	1½
GEOL	103	Environment Geology	3
GEOL	109	General Oceanography	3
GEOL	110	Earth Science	3
S SC	125	Research Methods and Term Papers in the Social Sciences	3

And eight additional units of degree-applicable social science courses identified as: Economics, Ethnic Studies, Geography, History, Political Science, and Social Science.

Geography Courses (GEOG)**GEOG 039: Selected Topics (Nondegree Applicable)**

(0.5 - 6.0 Units)

GEOG 101: The Physical Environment

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

Description, explanation and world distribution of the natural phenomena that constitute man's physical environment. The phenomena surveyed include earth-sun relationships, weather, climate, soils, and landforms. Principles of map construction and interpretation are also studied. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

GEOG 101L: Physical Environment Laboratory

(1.0 Unit) (Prerequisite: Geography 101 or concurrent enrollment. Three laboratory hours weekly.)

Practical observations and applications of the geographic grid, atlases and topographic maps; rocks and tectonic activity, weather and climate, and natural vegetation and soils. Exercises are designed to supplement Geography 101. Classes will meet periodically at off-campus locations within Marin County and students are expected to provide their own transportation. (CSU/UC) AA/AS Area A, CSU Area B-1 or B-3, IGETC Area 5A

GEOG 102: The Human Environment

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course is designed to offer students an overview of the interrelationships between human societies and the environment. It includes an examination of population 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) (No prerequisite. Three lecture hours weekly.)*

An introduction to the tools of geography, to the systems approach to the study of the physical and biological elements of California's landscape, to the distribution patterns of these elements, and to the significance of such patterns. (CSU/UC) AA/AS Area B, CSU Area D-5, IGETC Area 4

GEOG 112: Meteorology and Climatology*(3.0 Units) (No prerequisite. Three lecture hours weekly.)*

This survey course in climatology and meteorology introduces the student 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) (No prerequisite. Three lecture and three laboratory hours weekly for five weeks.)*

Each offering includes field exposure and experience with data collection techniques related to Marin's bio-geographic zones, geologic bedrock and soils characteristics, hydrological, atmospheric, and cultural geographic characteristics. May be taken four times for credit. (CSU)

GEOG 125: Introduction to Geographic Information Systems*(1.5 Units) (No prerequisite. Advisories: Familiarity with Windows operating system and software is highly recommended. Suggested completion of Computer Science 110 or Computer Information Systems 110 or 101. Two lecture and three laboratory hours weekly for eight weeks.)*

An interdisciplinary course that explores Geographic Information Systems (GIS) used for acquisition, storage, management, analysis, and communication of spatial data. The course addresses how GIS can be used as a tool for diverse academic disciplines. The course will introduce the student to GIS through the use of ArcGIS software. The subsequent course (Geography 126) is a project-oriented course that stresses accession and application of data in the student's chosen academic area of interest. (CSU/UC)

GEOG 126: Application of Geographic Information Systems in Research*(1.5 Units) (Prerequisite: Geography 125. Two lecture and three laboratory hours weekly for eight weeks.)*

Geographic Information Systems use has become essential to the effective operation of both public and private organizations. Students will be taught how to retrieve and apply data from their area of interest using ArcGIS software. Students will develop a project related to their area of academic interest and submit written and oral presentations of their project using GIS software and other skills developed in this course and the prerequisite course. (CSU)

GEOG 139: Selected Topics*(0.5 - 6.0 Units)***GEOG 249: Directed Study***(1-3 units)(Please see Directed Study category. Limit to Enrollment: Completion of at least two courses in geography with a grade point average of 3.0 or higher in those courses. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.)*

Directed study may consist of readings, research, or projects which are to be arranged with a geography instructor the semester prior to that in which the directed study is to be done. This course may be taken more than once for credit. (CSU w/limit)

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

Donald J. Foss

Department Phone: (415) 485-9510**Transfer**

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

A.S. in Geology

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

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

Requirements			Units
CHEM	131	General Chemistry I	5
CHEM	132	General Chemistry II	5
GEOL	120	Physical Geology	3

GEOL	120L	Physical Geology Lab	1
GEOL	121	Historical Geology	4
GEOL	125	Field Geology I	2½
Or			
GEOL	126	Field Geology II	2
GEOL	201	Elementary Mineralogy	4
MATH	104	Plane Trigonometry	3
PHYS	108A	General Physics I	5
PHYS	108B	General Physics II	5

Geology Courses (GEOL)

GEOL 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

GEOL 099: General Science

(3.0 Units) (No prerequisite. Can be taken for credit as Geology 99 or Biology 99. Credit will be awarded for only one course. Three lecture hours weekly.)

This course is designed for students who have not reached the level of success they desired in high school or college science courses and for individuals returning to school after an extended absence. The course covers basic scientific principles and concepts of the physical and life sciences and prepares students to move into other science classes with the information, understanding, and skills required to succeed. Introductory topics in biology, chemistry, geography, geology, meteorology, and physics are discussed. This course also provides an excellent overview of the most important topics in science today for anyone interested in learning more about the natural world.

GEOL 101: Geological Field Excursions to National Parks

(1.0 Unit) (No prerequisite. Corequisite: Geology 102. There will be three, two-day field trips.)

This course provides the opportunity to see and understand more fully the geology, landforms, and natural environment of national parks. Three 2-day field trips will be required. This course will normally be offered in the spring semester. Students should be aware that minimal expenses would be incurred during the field trips. This course is repeatable if different national parks are studied. (CSU)

GEOL 102: Geologic Setting of the National Parks

(2.0 Units) (No prerequisite. Two lecture hours weekly.)

Designed for the student's enrichment of the natural environment of National Parks, with emphasis on parks of the western hemisphere. (CSU)

GEOL 103: Environmental Geology

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

Environmental geology is the fascinating study of the interactions of the human race and the physical environment. The course centers on how mankind alters the physical environment in order to better suit our immediate needs and how these al-

terations in turn dictate the course of our future. The emphasis is always on the balance between short term reward and long-term consequence. Field trips may be offered. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

GEOL 105: Cosmic Evolution

(3.0 Units) (No prerequisite. Can be taken for credit as Astronomy 105, Biology 105, or Geology 105. Credit will be awarded for only one course. Three lecture hours weekly.)

This is an interdisciplinary course that explores the origins and evolution of the cosmos from the Big Bang and the formation of the universe and Earth, to the development of life. Students will explore basic concepts and principles that bind all scientific disciplines, and the nature of science and scientific inquiry. Through the study of astronomy, chemistry, geology, and biology, students will discover the interrelatedness of all matter, living and nonliving in the cosmos and how physical and chemical processes eventually led to the evolution of living organisms. (CSU/UC) AA/AS Area A, CSU Area B-1 or B-2, IGETC Area 5A

GEOL 107: Introduction to Rocks and Minerals

(1-3 Units) (No prerequisite. One-half lecture hour and one and one-half laboratory hours weekly per unit.)

A beginning course in the study and identification of common rocks and minerals. (CSU)

GEOL 109: General Oceanography

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

A general survey course in ocean science for any interested student. Particularly important for students considering a career in marine science or technology. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

GEOL 110: Earth Science

(3.0 Units) (No prerequisite. Three lecture hours weekly. Not open to students who have taken or are taking Geology 120.)

Introduction to the basic principles of geology. A nonlaboratory general education course. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

GEOL 114: Geology of California

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

A study of California's scenic landscape and geologic environments. (CSU/UC) AA/AS Area A, IGETC Area 5A

GEOL 115: Volcanoes

(1.0 Unit) (No prerequisite. One lecture hour weekly.)

A study of the nature and power of the major active volcanoes of the world. (CSU/UC)

GEOL 116: Volcanoes and Earthquakes

(2.0 Units) (No prerequisite. Two lecture hours weekly.)

An introduction to the geological workings of Earth, focusing on the study of the causes, processes, and products of volcanoes and earthquakes. Great natural disasters and scientific efforts to predict such disasters are studied. (CSU/UC)

GEOL 120: Physical Geology

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course is the study of the basic principles of geology and the processes responsible for the formation of rocks, minerals, and the natural landforms of the earth. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

GEOL 120L: Physical Geology Laboratory

(1.0 Unit) (Prerequisite: Geology 120 or concurrent enrollment. Three laboratory hours weekly.)

This course is a hands-on study of minerals, rocks, maps, and geologic field problems. Students will emerge with life skills that will enable them to interpret the geologic conditions of their surroundings. This laboratory class is field-oriented. (CSU/UC) AA/AS Area A, CSU Area B-1 or B-3, IGETC Area 5A

GEOL 121: Historical Geology

(4.0 Units) (Prerequisites: Geology 120 and 120L. Three lecture and three laboratory hours weekly.)

A study of Earth's past and the evolution of landscapes and living organisms throughout geologic time. (CSU/UC) AA/AS Area A, CSU Area B-1 or B-3, IGETC Area 5A

GEOL 125: Field Geology I

(2.5 Units) (Prerequisite: Geology 110 or 120 or concurrent enrollment. Seventy-eight and three-fourths hours of field investigation to be arranged over three weekends, and sixteen lecture hours to be arranged.)

Lecture and field trips designed to introduce geologic field studies, and to acquaint students with the geology and geologic history of Northern California. May be taken four times for credit. (CSU/UC)

GEOL 126: Field Geology II

(2.0 Units) (Prerequisite: Geology 120. Contact instructor before enrolling. A ten-day field trip during the spring break and twelve lecture hours to be arranged.)

The study of geologic phenomena in selected areas of the Western United States. May be taken four times for credit. (CSU/UC)

GEOL 127A: Extended Field Studies

(1.5 Units) (Prerequisite: Geology 120. A seven-day field trip and eight lecture hours to be arranged.)

A one-week field investigation of a selected area. May be taken four times for credit. (CSU)

GEOL 127B: Extended Field Studies

(3.0 Units) (Prerequisite: Geology 120. A fourteen-day field trip and sixteen lecture hours to be arranged.)

A two-week field investigation of a selected area. May be taken four times for credit. (CSU)

GEOL 128: Geologic Studies of Point Reyes and 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 course focuses on the Point Reyes Peninsula and its relationship to the San Andreas Fault System. The course meets for a total of 40 hours at geologically unique locations chosen to illustrate the geological features and geological history of this portion of the county through field lecture, direct observation and geological exercises. May be taken twice for credit. (CSU)

GEOL 129: Field Studies of Marin East of the San Andreas Fault

(2.0 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 course focuses on the area east of the San Andreas Fault. The course meets for a total of 40 hours at geologically unique locations chosen to illustrate the geological features and geological history of this portion of the county through field lecture, direct observation and geological exercises. (CSU)

GEOL 138: Introduction to Environmental Sciences

(4.0 Units) (No prerequisite. Can be taken for credit as Biology 138 or Geology 138. Credit will be awarded for only one course. Three lecture and three laboratory hours weekly.)

This science-based course takes an interdisciplinary approach to understanding the environmental crisis that confronts us all. Our studies combine ideas and information from natural sciences (such as biology, chemistry and geology) and social sciences (such as economics, politics, and ethics) to present a general idea of how nature works and how things are interconnected. It is a study of connections in nature. Discussions will focus on understanding ecosystem services, how humans interfere with earth's life support systems and how to deal with the environmental problems we face. Emphasis is placed on understanding various world views and how they affect our values. Our field studies will include visits to restoration projects, local ecosystem field studies and local environmental conferences. (CSU/UC) CSU Area B-1, IGETC Areas 5A & 5B

GEOL 139: Selected Topics

(0.5 - 6.0 Units)

GEOL 140: Environmental Field Techniques

(1.0 Unit) (No prerequisite. Can be taken for credit as Geology 140 or Biology 140, but credit will be awarded for only one course. Three laboratory hours weekly.)

This course is designed to teach the fundamentals of environmental sampling and monitoring. Topics include surveying and mapping; data collection and management; and hydrological,

geological, and biological assessment methods. This course is field based, and emphasizes the mastery of practical field techniques. May be taken four times for credit. (CSU)

GEOL 142: Environmental Policy and Planning

(3.0 Units) (No prerequisite. Can be taken for credit as Geology 142 or Biology 142, but credit will be awarded for only one course. Three lecture hours weekly.)

This course is a study of federal, state, and local environmental legislation. It is a chronology of America's awakening to environmental issues and a study of our efforts to resolve these issues through the planning process. An understanding of the content of this course is vital for environmental scientists, planners, and developers. (CSU/UC)

GEOL 145: Ethics in Science

(3.0 Units) (No prerequisite. Can be taken for credit as Geology 145 or Biology 145, but credit will be awarded for only one course. Three lecture hours weekly.)

This course explores some of the most pressing issues facing our society today. It enables students to investigate and understand the controversies surrounding current and future technologies, and helps them make rational decisions when faced with situations in their own lives and at the voting booth. The approach is an interdisciplinary one, combining basic science, applied research, ethics, and decision-making processes. Topics include scientific fraud, recombinant DNA technologies, the human genome project, energy and land use, and toxic waste. This course is appropriate for both science and nonscience majors. (CSU/UC) AA/AS Area C

GEOL 201: Elementary Mineralogy

(4.0 Units) (Prerequisite: Geology 120. Three lecture and three laboratory hours weekly.)

An introduction to the basic principles of mineralogy including crystallography; the basic concepts of physical, chemical, and optical mineralogy; and the formation and occurrence of mineral deposits. Laboratory work includes the determination of minerals by physical properties, chemical tests with the use of the blowpipe, crystal morphology, and the study of minerals in thin section under the polarizing microscope. (CSU/UC) CSU Area B-1 or B-3, IGETC Area 5A

GEOL 242: Geology and Biology of the Basin and Range and the Colorado Plateau

(3.0 Units) (No prerequisite. Can be taken for credit as Geology 242 or Biology 242, but credit will be awarded for only one course. A two-week field trip that includes seventeen and one-half lecture hours and thirteen, eight-hour field experiences.)

This two-week field course on the Basin and Range and Colorado Plateau Provinces includes a raft trip down the Colorado or Green River. The geological and biological evolutions of the area are explored through observation, experimentation, and study of the diverse abiotic and biotic contributors to the area. Course topics include: stratigraphy and structure; fluvial landforms and processes; species dispersion, radiation and evolution; ecology;

and the art of fly fishing. Through lectures and a broad range of field experiences, students will gain an understanding of the factors that shaped and continue to shape this unique area. May be taken four times for credit. (CSU)

GEOL 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment: One course in the discipline and/or prerequisite(s) determined by the appropriate discipline. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)

GEOL 250: Scientific Research and Reporting

(1.0 Unit) (No prerequisite. Advisories: Biology 110 and Geology 120. Can be taken for credit as Geology 250 or Biology 250, but credit will be awarded for only one course. One lecture hour weekly.)

This hands-on, individualized course is designed to walk students step-by-step through a scientific research project of their choice. The final report of their findings will be delivered at a professional meeting. This course is designed for science majors that have completed the first year of their curriculum and desire a hands-on, real world experience in science. May be taken four times for credit. (CSU/UC)

HEALTH EDUCATION

Department Phone: (415) 485-9580

Skills Certificate in Personal Fitness Trainer

The Personal Fitness Trainer Skills Certificate constitutes a skill and knowledge set that enables students to either begin as an entry-level Personal Fitness Trainer (PFT) or advance in their already existing PFT careers.

Advised for the Certificate:

PE 116 - Career Opportunities in Wellness and Fitness (3 units)

Requirements			Units
Core 1 (choice of one of the following)			
PE /BIOL 107	Human Biology		3
PE 143	Basic Athletic Injuries		3
Core 2 (choice of one of the following)			
PE/HED 119	Effective Teaching Strategies in Wellness and Fitness	3	
PE 120	Introduction to Sport and Exercise Psychology or	3	
PSY 130	Introduction to Sport and Exercise Psychology		
Core 3 (choice of one of the following)			
PE 121	Personal Trainer Certification Course	3	
PE 122	Exercise for Adults with Special Needs	3	
Core 4 (choice of one of the following)			
BIOL 100	Nutrition	3	
HED 115	Weight Control, Exercise and Nutrition	3	
Core 5			
PE 215	Advanced First Aid/Emergency Response or	3	
equivalent proof of current AED/CPR/First Aid Certifications			

Electives:

BUS	135	Managing Change and Innovation (1.5 units) and 1.5 One Physical Activity course (1 unit) or	1
		Any 2 Physical Activity courses (must be two different courses)	1, 1

Health Education Courses (HED)**HED 039: Selected Topics (Nondegree Applicable)**

(0.5 - 6.0 Units)

HED 112: Drugs and Society

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course will cover the historical, sociological, physiological, pharmacological, and legal aspects of drugs. Emphasis will be placed on the effects of tobacco, alcohol, narcotics, restricted drugs, and other substances. Nutrition, genetics, environment, and poly-drug factors concerning drug actions will be discussed. The various education, prevention, treatment, and rehabilitation approaches to the problem of drug abuse will be covered. (CSU) CSU Area E

HED 115: Weight Control, Exercise and Nutrition

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course is designed to act as an educational support program and resource center for individuals who desire to develop or desire to help others develop a new healthier lifestyle, including weight management, exercise, and proper nutritional behaviors. The latest research in the wellness and fitness field will be emphasized. Can also be offered in a distance learning format. (CSU/UC)

HED 116: Career Opportunities in Wellness and Fitness

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course is designed to increase awareness of the various career opportunities available in the field of wellness and fitness. Students will learn about the different academic pathways and certifications necessary to become a qualified professional in this field. Emphasis will be placed on formulating a realistic career goal in wellness and fitness. Current wellness and fitness professionals will be interactive guest speakers to aid students in their goal process. (CSU)

HED 118: Sports Nutrition for Health and Performance

(3.0 Units) (No prerequisite. Can be taken as Health Education 118 or Physical Education 118, but credit will be awarded for only one course. Three lecture hours weekly.)

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 will include macro- and micro-nutrients, energy systems, digestion, energy sources and metabolism, efficiency of nutritional ergo-

genics, dietary supplements, sports nutrition products, hydration, weight management, and sports-specific nutritional needs in order to improve athletic performance. (CSU)

HED 119: Effective Teaching Strategies in Wellness and Fitness

(3.0 Units) (No prerequisite. Advisory: Health Education 116 or Physical Education 116. Can be taken for credit as Health Education 119 or Physical Education 119. Credit will be awarded for only one course. Three lecture hours weekly.)

This course is designed to help students become more effective wellness and fitness professionals. Students will develop a toolbox of practical teaching, learning and evaluation methods to increase their ability to convey their knowledge to others in this field and more successfully impact their future clients, students or athletes. Can also be offered in a distance learning format. (CSU)

HED 130: Contemporary Health Issues

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This Web based course will include, but not be limited to, the study of physical and psychological health, creating healthy relationships, avoiding and overcoming harmful habits, prevention of disease and developing healthy lifestyles. Specific topics may include managing stress, birth control, pregnancy, childbirth, sexually transmitted diseases including AIDS, drug, alcohol and tobacco use and abuse, nutrition and fitness, aging, environmental health and consumerism. (CSU/UC) CSU Area E

HED 139: Selected Topics

(0.5 - 6.0 Units)

HED 140: Stress Management and Health

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course will examine the theoretical framework of stress and stress-management techniques. Areas of study will include: defining stress, understanding psychological theories of stress, causes of stress, and health consequences of stress. Students will examine and analyze strategies to manage and cope with stress, such as time management, relaxation techniques, communication skills, diet and exercise. (CSU)

HED 142: Growing Older: Physical, Psychological, and Social Aspects of Aging

(3.0 Units) (No prerequisite. Can be taken for credit as Health Education 142 or Psychology 142. However, credit will be awarded for only one course. Three lecture hours weekly.)

This course will examine the aging process in the contemporary world. Topics explored will include physical changes, psychological changes, and social changes occurring as people age; theories regarding why these changes occur; and how to maximize potential in these areas. Other topics will be work and retirement, death and bereavement, local and national resources for aging individuals, and myths associated with aging. (CSU/UC) AA/AS Area B, CSU Area E, IGETC Area 4

HED 215: Advanced First Aid/First Responder

(3.0 Units) (No prerequisite. Can be taken as Health Education 215 or Physical Education 215. Students receive credit for only one course. Three lecture hours weekly.)

This first responder course will teach the basics of good patient care and the skills needed to deliver appropriate care to the victim of an accident or sudden illness until more highly trained emergency personnel arrive. Upon successful completion of the course, certificates will be awarded for the First Responder and CPR for the Professional Rescuer. This course is a prerequisite for the Emergency Medical Technician Program. May be taken four times for credit. (CSU)

HED 216A: American Red Cross Lifeguard Training

(1.5 Units) (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. May be taken as Health Education 216A or Physical Education 216A. Students will receive credit for only one course. One lecture hour and one and one-half laboratory hours weekly.)

This course is designed for those desiring to fulfill the requirements for the American Red Cross Lifeguard Certification. May be taken four times for credit. (CSU)

HED 249: Directed Study

(1-3 units)(Please see Directed Study category. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)

HISTORY

History is an evolving record of human emotions, human aspirations, and human successes and failures. Historians deal with goals, fears, interests, and prejudices of people in the past and the impact of their thoughts and actions on the people of today and tomorrow. The study of history is a valuable adjunct for many careers both inside and outside of the social sciences.

Career Options

Archaeologist, Archivist, Biographer, Criminologist, Documentary Film Writer, Environmental Studies, Foreign Service Officer, Genealogist, Global Studies, Historian, Historical Archaeologist, Historical Editor, Historical Society Administrator, International Affairs, Lawyer, Librarian, Market Research Analyst, Media Consultant, Museum Guide, News Analyst, Paralegal Assistant, Park Naturalist/Ranger, Patent Examiner, Peace Corps/Vista Worker, Preservationist, Private Investigator, Research Specialist, Teacher, Writer/Journalist

Faculty

Yolanda Bellissimo, Henry D. Fearnley, Victor V. Minasian, Walter B. Turner

Department Phone: (415) 485-9630

Transfer

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

A.A. in History

The History Program provides transfer, general education, general interest courses, as well as an Associate in Arts degree. Courses are offered at either campus to fulfill requirements for the degree.

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

Requirements			Units
HIST	117	History of the United States I	3
HIST	118	History of the United States II	3
HIST	125	Research Methods and Term Papers in History	3
Or			
SSC	125	Research Methods and Term Papers in Social Science	3

Six units to be selected from the following:

HIST	101	World History I: Origins of the Major Traditions	4
HIST	102	World History II: Evolution of the Modern World	4
HIST	110	Western Civilization I: to 1350	3
HIST	111	Western Civilization II: 1350 to 1815	3
HIST	112	Western Civilization III: The 19th and 20th Centuries	3

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

Economics, Ethnic Studies, Geography, History, Political Science, and Social Science. 3

History Courses (HIST)**HIST 039: Selected Topics (Nondegree Applicable)**

(0.5 - 6.0 Units)

HIST 100: Major Trends and Selected Topics in American History

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

History of the United States from its Native American and colonial background to the present. Social, economic, and political

institutions and developments are examined. History 100 may fulfill the transfer requirement for those majoring in non-social science fields. Can also be offered in a distance learning format. (CSU/UC) AA/AS Area B or F, CSU Area D-6, IGETC Area 4, CSU US History, Constitution, and American Ideals

HIST 101: World History I: Origins of the Major Traditions

(4.0 Units) (No prerequisite. Four lecture hours weekly.)

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) (No prerequisite. Four lecture hours weekly.)

Beginning with the overseas voyages of discovery during the 15th century C.E., this course traces the growing complexity of global interaction associated with early modern societies in their pre-industrial phases. The focus includes 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 from the mid-18th century C.E. by the revolutionary forces of industrialization and secular ideologies (e.g. liberalism, conservatism, socialism, nationalism, fascism, terrorism), 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) (No prerequisite. Three lecture hours weekly.)

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, CSU Area D-6 or D-7, IGETC Area 4

HIST 109: History of California

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

A survey of California's past through the Native American, Spanish, Mexican, and American periods. Among the topics covered are the California missions, the Gold Rush era, San Francisco's "Victorian" era, and recent political, economic, and social developments. (CSU/UC) AA/AS Areas B & G, CSU Area D-6, IGETC Area 4

HIST 110: Western Civilization I: to 1350

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course examines Western Civilization from its Middle Eastern origins through the classical Greek and Roman civilizations and the Middle Ages. 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. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

HIST 111: Western Civilization II: 1350 to 1815

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course examines Western Civilization during the Renaissance, the Enlightenment, through the French Revolution and the Napoleonic era, concluding with the Congress of Vienna. 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. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

HIST 112: Western Civilization III: the 19th and 20th Centuries

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

A study of Western Civilization during the nineteenth and twentieth centuries beginning with the Congress of Vienna and concluding with the contemporary world. This course will examine issues such as the growth of an industrial civilization, nationalism and imperialism, the interaction of the West with the non-Western world, and idealism and realism while using the experience of Western Civilization. Analysis will involve the search for artifacts such as continuity and change in patterns of development and motivation. 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. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

HIST 117: History of the United States I

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

A survey of the economic, political, social, and cultural evolution of the United States from its pre-Columbian beginnings through the Civil War. 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. (CSU/UC) AA/AS Area B or F, CSU Area D-6, IGETC Area 4, CSU US History, Constitution, and American Ideals

HIST 118: History of the United States II

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

A survey of the economic, political, social, and cultural evolution of the United States from 1865 to the present. 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. (CSU/UC) AA/AS Area B or F, CSU Area D-6, IGETC Area 4, CSU US History, Constitution, and American Ideals

HIST 125: Research Methods and Term Papers in History

(3.0 Units) (No prerequisite. Advisory: Competence in written language skills comparable to eligibility for English 150. Students may receive credit for this course as Economics 125, Ethnic Studies 125, History 125, Political Science 125 or Social Science 125. Credit will be awarded for only one discipline. Three lecture hours weekly.)

This course focuses on the elements of critical thinking and methods of research in the social sciences and develops skills required to organize such thought and research into effective, college-level presentations. Various social science faculty members will offer their expertise to students on an individual basis as they develop their presentations. Students are encouraged to select areas of research from other courses taken during the semester or from areas of special interest including politics, history, economics, education, women's studies, ethnic studies, current issues, and issues of community concern. (CSU/UC) CSU Area A-3, IGETC Area 4

HIST 139: Selected Topics

(0.5 - 6.0 Units)

HIST 206: History of Russia

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course surveys Russian history from the earliest times through the collapse of the Soviet Union and the emergence of its successor states. Emphasis is on both the unique features of Russia's past and on the commonalities Russian history shares with the histories of other societies and traditions. Continuities and the discontinuities in social, political, economic, cultural, and intellectual heritage are examined, as well as "East-West" relations. 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) (No prerequisite. Can be taken as History 211 or Political Science 211. Credit will be awarded for only one course. Three lecture hours weekly.)

This course offers a social and political history of women and women's movements in American society. It examines the development of American institutions and ideals with respect to women's roles and status. It analyzes women's relationship to

economic, political, and social processes and explores cultural models of womanhood. The class will examine how women define themselves and how they have enacted change. The course is chronological but emphasizes particular themes, exploring 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)

HIST 214: History of Latin America

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

A historical survey of Latin America beginning with pre-Columbian societies. The survey investigates European colonization, colonial culture combined with native culture and national emergence in the nineteenth century. It also covers the economic maturity of the twentieth century, the emergence of indigenous culture, and Latin America's striving for independent identity. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

HIST 215: History of England

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

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) (No prerequisite. Three lecture hours weekly.)

A study of Mexico beginning with the pre-Columbian societies. This course studies the social, cultural, and political changes under Spanish colonization led to the independence movement and a search for national identity. The revolutionary events leading to the Constitution of 1917 opened a new era. In the later twentieth century, the industrialization of the country accelerated and complicated Mexican development. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

HIST 238: History of Africa

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

A historical and political survey course of the African continent from the early geographical and anthropological background to contemporary African developments in the twenty-first century. The course is designed to provide a basis for understanding the historical background, cultural continuity, and political developments that have shaped the various peoples, countries, and regions of Africa. The course will focus on key themes of unity with diversity, the influences of geography and trade, Nile Valley cultures, Africa's contacts with Europe and Asia, the 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

HIST 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment: One course in the discipline and/or prerequisite(s) determined by the appropriate discipline. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)

HUMANITIES

Courses in humanities enable students to seek an understanding of a broad cross section of cultural experience through such disciplines as literature, art, and other visual forms.

Career Options

Classicist, Journalist, Minister, Peace Corps Worker, Teacher

Faculty

Victor V. Minasian, John Marmysz

Department Phone: (415) 485-9348

Transfer

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

A.A. in Humanities

The Humanities Program creates a broad base for the humanities major. The program also allows liberal arts students the opportunity to create an interdisciplinary major based on a particular interest.

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

Requirements**Units****Nine units in humanities to be chosen from the following:**

HUM	100A	Introduction to Humanities: Ancient Greece to Medieval Period	3
HUM	100B	Introduction to Humanities: Renaissance to the Modern Period	3
HUM	114	The Long Search: An Introduction to the World's Religions	3
Or			
HUM	118	Introduction to World Religion	3
HUM	125	Myth, Symbol, and the Arts	3

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

ARCH	100	History of Architecture I	3
ARCH	101	History of Architecture II	3
ARCH	102	History of Architecture III Art History	3
ART	101	History of Ancient Art	3
ART	102	History of European Art	3

ART	103	History of Modern Art	3
ART	104	History of Asian Art	3
ART	105	History of Recent American Art	3
ART	106	History of Women Artists	3
ART	107	History of American Art	3
ART	108	Arts of the Americas	3

Or

ETST	108	Arts of the Americas	3
------	-----	----------------------	---

Or

HUM	108	Arts of the Americas Dance History	3
-----	-----	---------------------------------------	---

DANC	108	Dance History: Dancing – The Pleasure, Power, and Art of Movement	3
------	-----	--	---

Film History and Criticism

HUM	109A	History of Film: Beginning to 1950	4
Or			
COMM	109A	History of Film: Beginning to 1950	4
HUM	109B	History of Film: 1950 to Present	4
Or			
COMM	109B	History of Film: 1950 to Present	4

History of Theatre

DRAM	110	Introduction to the Theatre	3
DRAM	112	Drama: Play, Performance Perception	3
DRAM	116	Survey of Dramatic Literature: Ancient Greek to the Present	3
DRAM	117	Survey of Dramatic Literature: Shakespeare and His Theatre Humanities	3
HUM	100A	Introduction to Humanities: Ancient Greece to Medieval Period	3
HUM	100B	Introduction to Humanities: Renaissance to the Modern Period	3
HUM	107	Humanities through the Arts	3
HUM	114	The Long Search: An Introduction to the World's Religions	3

Or

HUM	118	Introduction to World Religion	3
HUM	125	Myth, Symbol, and the Arts Literature	3
ENGL	212	Introduction to Poetry	3
ENGL	218	The American Short Story	3
ENGL	219	Voices and Visions	3
ENGL	220	Detective Fiction	3
ENGL	221	Survey of American Literature	3
ENGL	222	Survey of English Literature I	3
ENGL	223	Survey of English Literature II	3
ENGL	224	Survey of World Literature I	3
ENGL	225	Survey of World Literature II	3
ENGL	230	Survey of Shakespeare	3
ENGL	235	Women in Literature Music History	3
MUS	101	Introduction to Classical Music Philosophy	3
PHIL	110	Introduction to Philosophy	3

PHIL	111	Introduction to Philosophy	3
PHIL	117	History of Philosophy: Late Modern to Contemporary	3

Humanities Courses (HUM)

HUM 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

HUM 100A: Introduction to Humanities: Ancient Greece to the Medieval Period

(3.0 Units) (Prerequisite: Eligibility for English 120. Three lecture hours weekly.)

This humanities sequence is designed to introduce students to Western culture. The course focuses on Greek and Roman culture: the epics, philosophy, and architecture of these periods. Students will study the themes and conflicts that the modern world has inherited. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

HUM 100B: Introduction to Humanities: Renaissance to the Modern Period

(3.0 Units) (Prerequisite: Eligibility for English 120. Three lecture hours weekly.)

This humanities sequence is designed to introduce students to Western culture. This course begins in the late medieval period, focusing on the developing Renaissance and the impact on Europe's "rebirth" of Asian and Arabic ideas. The scientific revolution of Shakespeare's England and the political revolutions of the seventeenth and eighteenth centuries constitute the next third of the class. The last section includes Romanticism, the new paradigms of Freud, Marx, and Darwin, and concludes with the Age of Anxiety. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

HUM 107: Humanities Through the Arts

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course surveys the full range of artistic expression from ancient times to the present, examining the relation between human creativity and the larger cultural setting. Through 15 hours of videotaped programs hosted by poet Maya Angelou, students can observe how various art forms--painting and music, sculpture and architecture, drama and film--all reflect humankind's continuing quest for dignity and meaning. This self-paced course offers the non art specialist an accessible introduction to the interplay of art forms evolving over the centuries. (CSU/UC) AA/AS Area C, IGETC Area 3B

HUM 108: Arts of the Americas

(3.0 Units) (No prerequisite. Can be taken for credit as Humanities 108, Art 108 or Ethnic Studies 108. Credit will be awarded for only one course. Three lecture hours weekly.)

A survey of the arts and architecture of the Americas--North, Central, Caribbean, and South America--focusing on a selection of works from the major pre-Columbian, Spanish Colonial, and

modern cultures. Art of the United States will focus on works from the culturally diverse peoples of the Bay Area. (CSU/UC) AA/AS Areas C & G, CSU Area C-1, IGETC Area 3A

HUM 109A: History of Film: Beginning to 1950

(4.0 Units) (No prerequisite. Can be taken for credit as Humanities 109A or Communications 109A, but credit will be awarded for only one course. Four lecture hours weekly.)

This course offers a chronological survey of narrative film as art, business, technology, and politics from the beginning of the movies in the 1890s to post World War II. Periods and movements covered will include the Silent Era, German Expressionism, Soviet Avant Garde and editing of the 1920s, French classicism, American Studio Period and sound, as well as the history of censorship in the United States. Classroom screenings of representative films. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

HUM 109B: History of Film: 1950 to the Present

(4.0 Units) (No prerequisite. Can be taken for credit as Humanities 109B or Communications 109B, but credit will be awarded for only one course. Four lecture hours weekly.)

This course offers a chronological survey of narrative film as art, business, technology, and politics from 1950 to the present. Periods and movements covered will include the American Studio Period, 1950s Film Noir and subversive movements, Italian Neorealism, French Nouvelle Vague, National Cinemas of Sweden, England, Czech Golden Age, Poland, Hungary, Japan, India, China, Iran, The New German Film, Third World Cinemas; Australia, the Hollywood Renaissance of the 1960s and 1970s, Dogma 95, and independent film movements. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

HUM 114: The Long Search: An Introduction to the World's Religions

(3.0 Units) (Prerequisite: Eligibility for English 120. Students may receive credit for Humanities 114 or 118, but not for both courses. Three hours weekly.)

Thirteen one-hour cassettes in this series trace the journey of a lone traveling host on his global search for religious understanding. Along the way he witnesses the modern interpretation of new and ancient religions, studying each religion's history as well as its relationship to the host society. The 12 major religions are presented in a unique and imaginative documentary style. Class meetings with the instructor will augment the videocassette tapes with lecture and discussion. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

HUM 118: Introduction to World Religions

(3.0 Units) (Prerequisite: Eligibility for English 120. Students may receive credit for Humanities 118 or 114, but not for both courses. Three lecture hours weekly.)

This course is an introduction to the major religious traditions of the world and the spiritual practices of preliterate or primal religions. The course will focus equally on East and West, principles and practice, history and psychology. Examples of the art, music and literature of Hinduism, Buddhism, Islam, Chinese Religion,

Judaism, Christianity and primal religions will be presented to enhance the experience and understanding of the religions. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

HUM 125: Myth, Symbol, and the Arts

(3.0 Units) (Prerequisite: Eligibility for English 150. Three lecture hours weekly.)

Study of myth and folklore from a variety of cultures in order to see: (1) the function and role of myth in culture; (2) how mythic symbols work in literature and the arts; and, (3) how these symbols have a psychological and cultural relevance to people today. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

HUM 128: Art Field Trips

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

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

HUM 139: Selected Topics

(0.5 - 6.0 Units)

HUM 242: Global Writings

(3.0 Units) (Prerequisite: English 120. Can be taken for credit as Humanities 242 or English 242, but credit will be awarded for only one course. Three lecture hours weekly.)

The cultural diversity and complex histories of the nations composing the contemporary international world are revealed in a variety of forms of writings from the twentieth century. Discussion and analysis of representative texts focus on colonial exploitation, political domination, liberation, formations of racism, gender inequality, expressions of cultural power, ethnic conflict and division, immigration and migrancy, and processes of globalization. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

HUM 249: Directed Study

(1-3 units)(Please see Directed Study category. Limit to Enrollment: Successful completion of at least three units in humanities. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.)

A tutorial allowing the student to explore, through individual research, some intellectual problem or some academic area to be investigated in-depth. The student plans and executes a project under the direction of a faculty member willing to act as tutor

and qualified to supervise within the academic area relevant to the student's project. Evaluation is made through conferences and written reports; hours and number of reports are determined by the instructor in consultation with the student. May be taken more than once for credit. (CSU w/limit)

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

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

Faculty

Kathryn Freschi

Department Phone: (415) 485-9348

Policy Statement Regarding Sequence of Enrollment in Modern Language Classes

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

Transfer

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

Italian Courses (ITAL)

All Italian courses can be taken for a letter grade or credit/no credit.

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

ITAL 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

ITAL 101: Elementary Italian I

(5.0 Units) (No prerequisite. Four lecture and three laboratory hours weekly.)

For beginners and for those who have had only one year of high school Italian. A beginning course which offers study and practice in speaking, understanding, reading, and writing Italian. Exploration of cultural aspects of the Italian people. The three-hour weekly laboratory requirement enhances the student's verbal and comprehension skills through the use of audiovisual materials. Can also be offered in a distance learning format. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 6: UC Language other than English

ITAL 102: Elementary Italian II

(5.0 Units) (Prerequisite: Italian 101. Four lecture and three laboratory hours weekly.)

Further emphasis on the structure of the language, verbal communication, and understanding the Italian culture. Continued use of the language laboratory for further mastery of the language. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B or 6: UC Language other than English

ITAL 108: Italian Literature in Translation/Selected Topics

(1.0 Unit) (No prerequisite. One lecture hour weekly.)

This class offers an intensive study of one literary era or selected work within Italian literature in any given semester or summer session. The class will be offered in English translation. Subjects of study change, but will include such topics as "The Divine Comedy" by Dante Alighieri, and the Middle Ages; "The Prince", by Niccolò Machiavelli, and the High Renaissance; The Literature of the Italian Resistance 1945-60; The Literature of Italian Feminism; and the Literary Theater of Nobel Prize Winner Dario Fo. Check current schedules for particular topic offered. Italian 108 may be taken more than once for credit provided the same topic is not repeated. (CSU/UC) AA/AS Area C (three units)

ITAL 110: Conversational Italian I

(4.0 Units) (No prerequisite. Three lecture and three laboratory hours weekly.)

Use of modern colloquial Italian in conversation and the study of elementary grammar. Designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar. Oral practice in speaking, understanding, and correct

pronunciation of Italian, using audiovisual materials depicting everyday situations. Can also be offered in a distance learning format. (CSU)

ITAL 112: Conversational Italian II

(4.0 Units) (Prerequisite: Italian 101 or 110. Three lecture and three laboratory hours weekly.)

Continued use of modern colloquial Italian in conversation and the study of elementary grammar. Designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar. Continued oral practice in speaking, understanding, and correct pronunciation of Italian, using audiovisual materials depicting everyday situations. (CSU)

ITAL 114: Conversational Italian III

(4.0 Units) (Prerequisite: Italian 102 or 112. Three lecture and three laboratory hours weekly.)

Continued use of modern colloquial Italian in conversation and the study of elementary grammar. Designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar. Continued oral practice in speaking, understanding, and correct pronunciation of Italian, using audiovisual materials depicting everyday situations. (CSU)

ITAL 139: Selected Topics

(0.5 - 6.0 Units)

ITAL 203: Intermediate Italian III

(5.0 Units) (Prerequisite: Italian 102. Four lecture and three laboratory hours weekly.)

In-depth study of the language with grammar review, composition, and introduction to literature. The language laboratory offers the use of audiovisual materials for improved fluency and accuracy in pronunciation as well as the presentation of cultural and literary topics. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B or 6: UC Language other than English

ITAL 204: Intermediate Italian IV

(4.0 Units) (Prerequisite: Italian 203. Four lecture hours weekly.)

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 or 6: UC Language other than English

ITAL 225: Advanced Italian I

(3.0 Units) (Prerequisite: Italian 204. Three lecture hours weekly for each course.)

Courses aimed at expanding the student's knowledge of the Italian language and civilization through the study of grammar and literature. Emphasis is placed on acquiring an advanced level of verbal expression in conversation, reading, and writing. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B or 6: UC Language other than English

ITAL 226: Advanced Italian II

(3.0 Units) (Prerequisite: Italian 204. Three lecture hours weekly for each course.)

Courses aimed at expanding the student's knowledge of the Italian language and civilization through the study of grammar and literature. Emphasis is placed on acquiring an advanced level of verbal expression in conversation, reading, and writing. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B or 6: UC Language other than English

ITAL 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment: One course in the discipline and/or prerequisite(s) determined by the appropriate discipline. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)

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

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

Department Phone: (415) 485-9348

Policy Statement Regarding Sequence of Enrollment in Modern Language Classes

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

Transfer

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

Japanese Courses (JPNS)

All Japanese courses can be taken for a letter grade or credit/no credit.

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

JPNS 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

JPNS 101: Elementary Japanese I

(5.0 Units) (No prerequisite. Four lecture and three laboratory hours weekly.)

A beginning course offering study and practice in speaking, understanding, reading and writing Japanese, along with an exploration of the cultural aspects of Japan and the Japanese. The weekly laboratory requirement enhances students' verbal and listening comprehension skills through use of the audiovisual materials. Can also be offered in a distance learning format. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 6: UC Language other than English

JPNS 102: Elementary Japanese II

(5.0 Units) (Prerequisite: Japanese 101. Four lecture and three laboratory hours weekly.)

Further emphasis is placed on the structure of the language, verbal communication, and understanding of Japanese culture. Continued use of the language laboratory for further mastery of the language. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B or 6: UC Language other than English

JPNS 105A: Japanese Kanji A

(1.0 Unit) (No prerequisite. Advisory: Japanese 101. Sixteen lecture hours per semester.)

Intensive study of Kanji characters to increase competence in reading and writing Japanese and understanding authentic materials. This course covers characters introduced in Japanese 101. (CSU)

JPNS 105B: Japanese Kanji B

(1.0 Unit) (No prerequisite. Advisory: Japanese 101. Sixteen lecture hours per semester.)

Intensive study of Kanji characters to increase competence in reading and writing Japanese and understanding authentic materials. 105B covers characters introduced in Japanese 102. (CSU)

JPNS 105C: Japanese Kanji C

(1.0 Unit) (No prerequisite. Advisory: Japanese 102. Sixteen lecture hours per semester.)

Intensive study of Kanji characters to increase competence in reading and writing Japanese and understanding authentic materials. 105C covers characters introduced in Japanese 203. (CSU)

JPNS 105D: Japanese Kanji D

(1.0 Unit) (No prerequisite. Advisory: Japanese 203. Sixteen lecture hours per semester.)

Intensive study of Kanji characters to increase competence in reading and writing Japanese and understanding authentic materials. 105D covers characters introduced in Japanese 204. (CSU)

JPNS 108: Japanese Conversation through the Movies

(1.0 Unit) (Prerequisite: Japanese 101. Two and one-quarter lecture hours weekly for eight weeks.)

This class offers an intensive study of practical Japanese conversation in any given semester or summer session. The class is offered in English and Japanese. Subjects of study will change, but will include such topics as the following: everyday conversation among in-groups (husband-wife, friend-friend, among the family), everyday conversation among out-groups (superior-inferior, among the unknowns), nonverbal communications, and culturally correct Japanese conversation. Check current schedule for particular focus offered. May be taken more than once for credit provided the same topic is not repeated. (CSU) AA/AS Area C (three units)

JPNS 110: Conversational Japanese

(4.0 Units) (No prerequisite. Three lecture and three laboratory hours weekly.)

Use of modern colloquial Japanese in conversation and the study of elementary grammar. Designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar. Oral practice in speaking, understanding, and correct pronunciation of Japanese, using audiovisual materials depicting everyday situations. May also be offered in a distance learning format. (CSU)

JPNS 112: Conversational Japanese II

(4.0 Units) (Prerequisite: Japanese 101 or 110. Three lecture and three laboratory hours weekly.)

Use of modern colloquial Japanese in conversation and the study of elementary grammar. Designed for students who want to learn at a faster pace in the spoken language with a minimum of formal grammar. Use of audio materials improves accuracy and fluency in pronunciation. (CSU)

JPNS 139: Selected Topics

(0.5 - 6.0 Units)

JPNS 203: Intermediate Japanese III

(5.0 Units) (Prerequisite: Japanese 102. Four lecture and three laboratory hours weekly.)

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, IGETC Area 6: UC Language other than English

JPNS 204: Intermediate Japanese IV

(4.0 Units) (Prerequisite: Japanese 203. Four lecture hours weekly.)

In-depth study of the language with grammar review, composition, and introduction to literature. (CSU/UC) AA/AS Area C, UC Area C-2, IGETC Area 3B

JPNS 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment: One course in the discipline and/or prerequisite(s) determined by the appropriate discipline. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)

JOURNALISM

The main goals of journalism courses are to prepare students to become accurate and thorough researchers and precise writers. The discipline emphasizes the need to think and write clearly and has a two-fold purpose: to prepare students for careers in newspaper work, television, and radio news or public relations, and to provide a study of mass media communications for students who desire to enhance their liberal education.

Career Options

Advertising Copywriter, Broadcaster, Feature Writer, Newspaper Writer, Photojournalist, Print Journalist, Public Relations Worker, Publications Editor, Publicist: Trade/Business/Labor, Writer/Editor

Faculty

Michael Dougan

Department Phone: (415) 485-9348

Transfer

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

Journalism Courses (JOUN)

JOUN 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

JOUN 110: Introduction to Mass Communication

(3.0 Units) (No prerequisite. Advisory: Economics 125 or Ethnic Studies 125 or History 125 or Political Science 125 or Social Science 125. Students may receive credit for Journalism 110 or Communications 110, but not for both courses. Three lecture hours weekly.)

A critical, historical survey of mass media from a humanities and social science perspective including print (newspapers, magazines, books), broadcast (radio and television), film, audio recording, images, news gathering and reporting, public relations, advertising, media rights and responsibilities, media ethics and impact, audience and feedback, cybermedia, and global media. Students will examine form, content, and consequences of mass media in our society. Designed for general education, career exploration, and consumer understanding of the interaction and influences among and between media and our culture. Can also be offered in a distance learning format. (CSU/UC) AA/AS Area C, CSU Area D-7, IGETC Area 4

JOUN 115: News Reporting/Writing

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This lecture/discussion course introduces students to the modern media, including newspapers, wire services, television, radio, magazines, public relations, advertising, and photojournalism. The principal focus is on writing and reporting for newspapers. Major topics include information about the newsroom, ingredients of news, qualities of good writing, summary and special leads, organizing a news story, quotations and attribution, interviewing, gathering information, features, press releases, obituaries, weather, disaster and developing stories, press conferences and speeches, beats, advanced assignments, and legal and ethical ramifications of reporting. Skills in news writing and reporting are developed through writing stories for the student newspaper or other media. The goals of the course are to provide students with opportunities to develop knowledge and skills in news writing and reporting, and attitudes appropriate to news writers and reporters as well as consumers of mass media. (CSU)

JOUN 122: Newspaper Production, Writing

(2.5 Units) (No prerequisite. Seven and one-half laboratory hours weekly.)

This laboratory course gives students an opportunity to apply their knowledge in news writing and reporting, including qualities of good writing, summary and special leads, organizing a news story, quotations and attribution, interviewing, and gathering information. It also allows students to develop their knowledge and skills in the fundamentals of headlines, text, photos, and cutlines; story design; page design for a tabloid format; photos and art; packaging, including flags, standing heads, logos and signs, lift-out quotes, decks, bylines, credit lines, etc.; special effects; and infographics. Students in this course serve as the editorial board of the student newspaper. Together with students in Newspaper Production, they produce the student newspaper. Combinations of Journalism 122 and 123 may be taken a total of four times for credit. (CSU)

JOUN 123: Newspaper Production

(2.5 Units) (No prerequisite. Seven and one-half laboratory hours weekly.)

This laboratory course gives students who wish to help produce the student newspaper, but who do not wish to be writers for the paper, an opportunity to develop their knowledge and

skills in a variety of newspaper-related functions. These functions include: advertising, circulation, graphics, photography, desktop publishing, and word processing. Students may select a specialty or specialties each semester, either gaining enhanced skills in one specialty or gaining skills in different specialties. In addition, students will acquire knowledge and skills in newspaper design, including fundamentals of headlines, text, photos, and cutlines; story design; page design for a tabloid format; photos and art; packaging; special effects; and infographics. Together with students in Newspaper Production, Writing, they produce the student newspaper. Combinations of Journalism 122 and 123 may be taken a total of four times for credit. (CSU)

JOUN 125: Broadcast Journalism

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course is designed to introduce beginning broadcasters to writing news for broadcast and to refresh the skills of experienced news broadcasters who want to improve their styles. It is designed to give students an overview of news broadcasting and to encourage them to hone their skills and discover where they can adapt best to the process. The course covers the skills of writing, reporting, recording, photographing, editing, producing, and performing for broadcast. It also covers knowledge of the laws that affect broadcast news, and the cultivation of a sense of journalism ethics. (CSU)

JOUN 139: Selected Topics

(0.5 - 6.0 Units)

JOUN 160: Images of Race, Gender, and Class in the Media

(3.0 Units) (No prerequisite. Can be taken for credit as Journalism 160 or Communications 160, but credit will be awarded for only one course. Three lecture hours weekly.)

This course will address a variety of entertainment and news content in print and electronic media. In studying the social construction of race and gender, we will consider and investigate all sides of issues. The focus of this course is on contemporary media texts examined within their historical context. Students will learn methods of media analysis and apply them to the study of various media texts. Additionally, we will explore the connections among media representations of race and gender and other social constructions, which will include class, ethnicity, sexual orientation, age, and disability. In covering race, the course will address the experiences of African-Americans, Native Americans, Asian-Americans, Arab-Americans, and Latinos in the United States. With regard to gender, this course will address the social construction of femininity as well as masculinity. (CSU/UC) AA/AS Areas C & G, CSU Area C-2, IGETC Area 4

JOUN 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment: One course in the discipline and/or prerequisite(s) determined by the appropriate discipline. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)

LIBRARY

Learning the techniques of library research will enable students to make use of this resource with confidence and efficiency. Library Skills courses enable students to manage information in an era of information explosion, whether their interests are academic, professional, or personal.

Faculty

Carl Cox, Joan C. Risch

Department Phone: (415) 485-9475

Library Courses (LIBR)

LIBR 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

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. Information sources covered in this course include the card catalog; important reference works such as encyclopedias, dictionaries, and almanacs; periodicals, periodical indexes, and book reviews. Students may work on assignments whenever the college library is open, consulting with the instructor and other library faculty as needed. Enrollment is open through the first half of the semester. Recommended especially for students working on research projects for other classes. (CSU/UC)

LIBR 115: Library Research Methods

(1.0 Unit) (No prerequisite. Advisory: Library 110. Self-paced. Completion of the course represents approximately eighteen to thirty-six hours of academic work.)

A self-paced course in research methods and techniques for students who have already taken the introductory library course. Practice in the use of the more specialized reference books and periodical indexes. Concentrates on a methodology of research and on timesaving techniques. Students may work on assignments whenever the college library is open, consulting with the instructor and other library faculty as needed. Enrollment is open through the first half of the semester. (CSU/UC)

LIBR 139: Selected Topics

(0.5 - 6.0 Units)

LIBR 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment: One course in the discipline and/or prerequisite(s) determined by the appropriate discipline. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)

MACHINE AND METALS TECHNOLOGY

Study in the field of machine and metals technology is designed as preparation for entrance into metalworking occupations. Graduates may enter the fields dealing with industrial production, prototype construction, special die work, or research and development. The courses in welding are designed to provide opportunity for the development of skills, knowledge, and experience for employment in the occupation and as auxiliary experience for persons in other majors.

Career Options

Certified Welder, Lathe Operator, Machinist, Machinist Apprentice, Mechanical Technician, Numerical Control Operator, Production Welder, Tool and Die Maker, Tool Company Representative, Welder Fabricator, Welding Technician

Faculty

Arthur Lutz

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

Certificate of Achievement in Machine and Metals Technology, Occupational

This program is offered only at the Indian Valley Campus. A Certificate of Achievement is awarded for satisfactory completion of all courses. To receive an Associate of Science degree, a student must complete a total of 60 units and fulfill all major general education and graduation requirements. Students should see a counselor to arrange a program of study.

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

Requirements			Units
First Semester			
MACH	130	Welding I	2
MACH	140	Intermediate Machine Tool Processes	4
MACH	145	Computer Numerical Control Machining/Mill	3
MACH	165	Blueprint Reading for the Machine Trades	2
Second Semester			
CIS	101	Introduction to Personal Computers and Operating Systems	1½
ELEC	100	Fundamentals of Electronics	2
MACH	97*	Machine Trades Math	2
MACH	155	Computer Numerical Control Machining/Lathe	3
MACH	240	Advanced Machine Tool Processes	4
Third Semester			
ENGG	256	Practical Materials Science	3
MACH	131	Welding II	2
MACH	250	Applications of Machine Tool Technology	2
W E	298B	Occupational Work Experience	2

* Applied toward the Certificate of Achievement only.

Machine and Metals Technology Courses (MACH)

MACH 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

MACH 090: Machine and Metals Careers: A Hands-On Workshop

(1.0 Unit) (No prerequisite. Two and one half lecture hours and one laboratory hour weekly for six weeks.)

A lecture/demonstration and lab workshop course designed to acquaint students with the possibilities of the machine and metals trade as a career choice. Students will see demonstrations of lathes, milling machines, and assorted shop equipment, and will engage in hands-on machining. There will be welding and computer machining demonstrations and a visit to a local manufacturing plant. Women are especially encouraged to enroll.

MACH 097: Machine Trades Math

(2.0 Units) (No prerequisite. Two lecture hours weekly.)

A course designed to present the mathematical principles and operations necessary for successful involvement in the machine tool trades. Examples and exercises are taken directly from shop practices. May be taken three times for credit.

MACH 120: Machine Technology I

(3.0 Units) (No prerequisite. Two lecture and three laboratory hours weekly.)

A survey course in the principles of general machine shop processes utilizing lathes, milling machines, surface grinders and drilling machines; practice in general bench operations and the use of precision measuring and machining instruments. May be taken three times for credit. (CSU)

MACH 121: Machine Technology II

(2.0 Units) (Prerequisite: Machine and Metals Technology 120. One lecture and three laboratory hours weekly.)

This course builds on the fundamentals established in Machine and Metals Technology 120. Emphasizes the development of advanced machining techniques utilizing lathes, milling machines, grinders, and drilling machines. Perfecting manipulative skill, competency, and machine tool theory is stressed. May be taken three times for credit. (CSU)

MACH 130: Welding I

(2.0 Units) (No prerequisite. One lecture and three laboratory hours weekly.)

Fundamental theory and application of welding shop tools and power equipment. Introduction to oxy-fuel welding and cutting, manual shielded arc (stick), and welding in the flat and horizontal positions. Technical study and practice in the safe use of gases, grinders, torches, and arc welders. May be taken three times for credit. (CSU)

MACH 131: Welding II

(2.0 Units) (Prerequisite: Machine and Metals Technology 130. One lecture and three laboratory hours weekly.)

Introductory theory and application of the MIG, TIG, and Plasma processes. Advanced stick welding on plate in all positions. May be taken three times for credit. (CSU)

MACH 139: Selected Topics

(0.5 - 6.0 Units)

MACH 140: Intermediate Machine Tool Processes

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

This course is an intermediate level practice and theory of metal removal and fabrication, emphasizing the use of lathes, milling machines, grinders, and drills. Theoretical considerations include measurement, layout and planning, cutting tool theory, feeds and speeds, tooling, heat treatment, and numerical control overview. May be taken twice for credit. (CSU)

MACH 145: Computer Numerical Control Machining/Mill

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

A course in the theoretical principles and practical applications of computer numerical control with CAD-CAM applied to the milling machine and machine centers. May be taken twice for credit. (CSU)

MACH 155: Computer Numerical Control Machining/Lathe

(3.0 Units) (No prerequisite. Advisory: Machine and Metals Technology 145. Three lecture hours weekly.)

A lecture and demonstration course presenting the principles of modern computer numerical control practice on lathes and horizontal machining centers. Students learn to program, edit, and set up equipment. CAD-CAM software use will be covered. May be taken three times for credit. (CSU)

MACH 165: Blueprint Reading for the Machine

(2.0 Units) (No prerequisite. Two lecture hours weekly.)

This course provides instruction in blueprint reading for machinists and for related mechanical trades. Course material covered will include view visualization, dimensioning methods, terminology and standards, and geometric tolerancing. Metrics and welding symbology will be included. (CSU)

MACH 230: Advanced Welding

(2.0 Units) (Prerequisite: Machine and Metals Technology 131. One lecture and three laboratory hours weekly.)

Advanced theory and application of the MIG, TIG and Plasma processes. Preparation for plate certifications with the MIG and stick processes. May be taken three times for credit. (CSU)

MACH 240: Advanced Machine Tool Processes

(4.0 Units) (No prerequisite. Advisory: Machine and Metals Technology 140. Two lecture and six laboratory hours weekly.)

An advanced level theory and practice of metal removal and fabrication course emphasizing advanced level practice on lathes, milling machines, surface grinders, and heat treating equipment. Theoretical considerations include precision measurement techniques, cutting tool technology, gearing, and nontraditional machining methods. Computer numerical control and CAD-CAM techniques will be discussed. May be taken four times for credit. (CSU)

MACH 249: Directed Study

(1-3 units)(Please see Directed Study category. Limit to Enrollment: Completion of Machine and Metals Technology 111 and/or 116. Prior arrangement with the instructor is necessary. Three laboratory hours weekly per unit.)

This course is designed to provide machine tool majors with an opportunity for independent study. The student plans a project or program (APT) under the guidance of a machine tool instructor and completes it in the laboratory. Evaluation is through conference and joint critique of the entire independent study process. May be taken more than once for credit. (CSU w/limit)

MACH 250: Applications of Machine Tool Technology

(2.0 Units) (No prerequisite. Six laboratory hours weekly.) Advanced laboratory practice for students pursuing certification in machine and metals technology. Projects involve state-of-the-industry techniques. May be taken four times for credit. (CSU)

MATHEMATICS

The courses in mathematics provide training in both pure and applied mathematics leading to careers in business, research, and government. Many majors (such as physical and biological sciences, engineering, and business) are dependent upon the use of applied mathematics.

Career Options

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

Faculty

Maula Allen, Joaquin Armendariz, George Golitzin, John P. Jacob, Ira Lansing, Anthony Monteith, 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.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities

A.A. in Mathematics

The Mathematics Program at the College of Marin is designed to provide students with an excellent base for a Bachelor's degree in mathematics.

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

Requirements			Units
Freshman Year			
MATH	116*	Linear Algebra	3
MATH	123	Analytic Geometry and Calculus I	5
MATH	124	Analytic Geometry and Calculus II	5
* Any one of the following courses may be substituted for Math 116: Computer Science 117 or 130 or 140 or Math 115 or 117.			
Sophomore Year			
MATH	223	Analytic Geometry, Vector, Analysis, and Calculus III	5
MATH	224	Elementary Differential Equations	4

Mathematics Courses (MATH)

College of Marin offers a mathematics assessment testing service to help students make informed decisions when enrolling in mathematics courses. The 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).

Letter grade or pass/no pass — All courses

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

BASIC SKILLS COURSES**MATH 025: Coping with Math Anxiety**

(0.5 Unit) (No prerequisite. Two lecture hours weekly for four weeks.)

A four-week course designed to help all students from all areas confront and deal with their fears and anxieties with mathematics.

MATH 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

MATH 090: Math Skills Open Lab

(0.5-1 Unit) (No prerequisite. Corequisite: Concurrent enrollment in any math course. One and one-half to three laboratory hours weekly.)

A course in which students develop skills for completing assignments from lecture or laboratory portions of such courses as Math 95, 95AB, 101, 101AB, 101XY, 102G, 103, 103XY, 115. This course develops number sense, mental arithmetic skills, emphasizing arithmetic manipulations with fractions, and solving problems. May be taken four times for credit.

MATH 095: Basic and Intermediate Math Skills

(2.0 Units) (No prerequisite. Three lecture hours weekly.)

This course covers addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals; square roots, percents, and applications of arithmetic to include ratio and proportion; some pre-algebra topics; and measurement to include area and volume. Can also be offered in a distance learning format.

Please Note: Beginning in Spring 2010, this course will be offered as a 4-unit course (four lecture hours weekly). See Spring 2010 Schedule for details.

MATH 095A-095B BASIC AND INTERMEDIATE MATH SKILLS

A sequence of two one-unit modules equivalent to Math 095. The instructional method for this sequence is individualized and self-paced, and consists of small group lectures, in-class tutoring, and repeatable mastery testing. Each module may be entered at any time during the semester. A diagnostic test may determine placement into the sequence. Each one-unit course is considered to take an average of eight weeks or until the course is completed. Attendance for an average of four hours per week in the Math Lab is required.

MATH 095A: Basic Math Skills

(1.0 Unit) (No prerequisite. An average of four hours weekly in the Math Lab for eight weeks or until the course is completed.)

Addition, subtraction, multiplication, division, square roots, prime numbers, greatest common divisors, and least common multiples; the arithmetic of whole numbers, fractions and decimals will be used in applied problems. Ratio and proportion to include applications.

Please Note: Beginning in Spring 2010, this Math Lab course will be offered as Math 095X; "Math 095A" will designate a new course. See Spring 2010 Schedule for details.

MATH 095B: Intermediate Math Skills

(1.0 Unit) (Prerequisite: Math 95A or satisfactory score on Math Assessment Test. An average of four hours weekly in the Math Lab for eight weeks or until the course is completed.)

This course will cover percent; elementary statistics to include averages and graphs; measurement to include length, area and volume; pre-algebra and applications.

Please Note: Beginning in Spring 2010, this Math Lab course will be offered as Math 095Y; "Math 095B" will designate a new course. See Spring 2010 Schedule for details.

MATH 095E, G, K, L: APPLIED MATHEMATICS

A set of modular courses designed to refresh or develop arithmetic and calculation skills to prepare students for science, business, or vocational training programs. Each module may be entered at any time during the semester and consists of small group lectures, individualized and self-paced study, in-class tutoring, and repeatable mastery level testing. Any number of these courses may be taken in any semester, depending on each student's choice and pace. Each one-unit course is considered to take approximately eight weeks or until the course is completed. Attendance for an average of four hours per week in the Math Lab is required.

MATH 095E: Automotive Technician Applications

(1.0 Unit) (Prerequisite: Math 95B or satisfactory score on Math Assessment Test. An average of four hours weekly in the Math Lab for eight weeks or until the course is completed.)

Fractions and decimals applied to revolutions per minute, piston displacement, tolerance, clearance, wear, and expansion problems. Ratio and proportion applied to compression ratio, gear ratio, rear axle ratio, and air-fuel mixture ratio problems. Percent applied to engine efficiency. Graphs. The metric system.

MATH 095G: Medical Assisting Applications

(1.0 Unit) (No prerequisite. An average of four hours weekly in the Math Lab for eight weeks or until the course is completed.)

The apothecary system of units, the household system, the metric system, conversions from one system to another in the preparation of dosages. Ratio, proportion, and percent in the preparation of solutions. Applied problems.

MATH 095K: Investigative Geometry I

(1.0 Unit) (Prerequisite: Math 95B or satisfactory score on Math Assessment Test. May be enrolled concurrently with Math 95L. An average of four hours weekly in the Math Lab for eight weeks or until the course is completed.)

An exploration of the basic ideas and relationships of plane geometry. Some abstract concepts are investigated by use of manipulative materials such as geoboards, mirrors, rulers, compasses, and models. Topics include lines, planes, angles, polygons, perimeter, area, and Pythagorean Theorem.

MATH 095L: Investigative Geometry II

(1.0 Unit) (Prerequisite: Math 95K or concurrent enrollment. An average of four hours weekly in the Math Lab for eight weeks or until the course is completed.)

Further exploration of the basic ideas and relationships of plane and solid geometry. Some abstract concepts are investigated by use of manipulative materials such as geoboards, mirrors, rulers, compasses, and models. Topics include symmetry, congruence, similar polygons, circles, polyhedra, circumference, area, volume, and surface area.

MATH 097: Basic Math Skills for Automotive Technology

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course will include addition, subtraction, multiplication and division of whole numbers, fractions, decimals and percent. Also included are ratio and proportion, metric system, graphs and applications specific to automotive technology. Offered only in the spring semester of every other year.

**COLLEGE LEVEL COURSES –
NONTRANSFERABLE****MATH 101: Elementary Algebra**

(3.0 Units) Prerequisite: Math 95 or 95B. Five lecture hours weekly.)

An introduction to elementary algebra. Topics will include linear equations, inequalities, systems with applications, polynomials, rational expressions, exponents, roots, radicals, and quadratic equations. Can also be offered in a distance learning format.

MATH 101AB: ELEMENTARY ALGEBRA I AND II

A sequence of two 1 ½-unit modules equivalent to Math 101.

MATH 101A: Elementary Algebra I

(1.5 Units) (Prerequisite: Math 95 or 95B. Five lecture hours weekly.)

An introduction to elementary algebra. Topics include linear equations and inequalities, slope of lines, linear graphs, and systems of equations. Taken with Math 101B, this course is equivalent to Math 101. It is designed for the student who wishes to take more time to learn elementary algebra.

MATH 101B: Elementary Algebra II

(1.5 Units) (Prerequisite: Math 101A. Five lecture hours weekly.)

A continuation of elementary algebra. Topics will include polynomials, rational expressions, exponents, roots, radicals and quadratic equations. Taken with Math 101A, this course is equivalent to Math 101. It is designed for the student who wishes to take more time to learn elementary algebra.

MATH 101P: Elementary Algebra Practicum

(1.0 Unit) (Prerequisite: Math 95 or 95AB or satisfactory score on Math Assessment Test. Corequisite: Math 101A or 101B. Two laboratory hours weekly.)

An introduction to elementary algebra. Topics will include linear equations, inequalities, systems with applications, polynomials, rational expressions, exponents, roots, radicals and quadratic equations. May be taken four times for credit.

MATH 101XY: ELEMENTARY ALGEBRA

A sequence of two 1 ½-unit modules equivalent to Math 101. The instructional method for this sequence is individualized and self-paced. In-class tutors will be available to assist students.

MATH 101X: Elementary Algebra

(1.5 Units) (Prerequisite: Math 95 or 95B or satisfactory score on Math Assessment Test. May be enrolled concurrently with Math 101Y. An average of six hours weekly in the Math Lab for eight weeks or until the course is completed.)

Algebraic notation, properties of integers and rational numbers, operations on integers and rational numbers, solving equations and systems, operations with polynomials, operations with fractional expressions, applied problems, and formulas.

MATH 101Y: Elementary Algebra

(1.5 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.)

Solving equations containing fractional expressions, systems of equations and graphs, inequalities, operations with radicals, quadratic equations, and applied problems.

MATH 102G: Geometry

(3.0 Units) (Prerequisite: Math 101 or 101XY. Three lecture hours weekly.)

Methods of deductive reasoning. A study of lines, planes, triangles, circles, polygons and polyhedrons. Includes investigation of the Pythagorean theorem, similar triangles, and geometric solids. This course is strongly recommended for math, science, and engineering students planning to take trigonometry or calculus.

MATH 103: Intermediate Algebra

(5.0 Units) (Prerequisite: Math 101 or 101XY. Five lecture hours weekly.)

This course is an extension of many of the concepts introduced in elementary algebra. The real number properties, polynomials, rational expressions, first degree equations, inequalities and applications, exponents, radicals, quadratic equations and complex numbers are treated in greater detail. In addition, functions and their graphs, systems of equations and inequalities, matrices, linear programming, exponential and logarithmic functions will be covered. This course will satisfy the prerequisite for Math 121. This course will be offered in the Math Lab (individualized mode) as well as the lecture/discussion mode. Can also be offered in a distance learning format. AA/AS Area E AA/AS Math Proficiency

MATH 103A: Intermediate Algebra

(2.5 Units) (Prerequisite: Math 101 or 101AB or Math 101XY or satisfactory score on Math Assessment Test. Five lecture hours weekly.)

This course is the first part of a 2-part sequence, Math 103AB. This two-semester sequence includes all the topics from the one-semester course, Math 103. Math 103A 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 Area E

MATH 103B: Intermediate Algebra

(2.5 Units) (Prerequisite: Math 103A or 103X. Five lecture hours weekly.)

This course is the second part of a 2-part sequence, Math 103AB. Quadratic, radical and quadratic form equations; relation, functions, inverses and their graphs; graphs and equations of lines and circles; systems of equations and inequalities; matrices and linear programming; exponential and logarithmic functions; applications. AA/AS Area E

MATH 103S: Intermediate Algebra

(4.0 Units) (Prerequisite: Math 101 or 101XY or satisfactory score on Math Assessment Test. Four lecture hours weekly.)

Math 103S is designed for nonmathematics students who need only Math 115 to fulfill their mathematics transfer requirement. Physical science students planning on taking Math 104, 105 and one of the calculus sequences should not take Math 103S; they must take Math 103. This course is an extension of many of the concepts introduced in elementary algebra. The real number properties, polynomials, rational expressions, first degree equations, inequalities and applications, exponents, radicals and quadratic equations. Functions and their graphs (linear and quadratic), systems of equations and a light treatment of exponential and logarithmic functions. Emphasis is on verbal problem solving. Students who have completed Math 103 or Math 103XY are not eligible for credit in Math 103S. This course satisfies the prerequisite for Math 110 and Math 115.

MATH 103XY: INTERMEDIATE ALGEBRA

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

MATH 103X: Intermediate Algebra

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

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

MATH 103Y: Intermediate Algebra

(3.0 Units) (Prerequisite: Math 103X or concurrent enrollment. An average of six hours weekly in the Math Lab for eight weeks or until the course is completed.)

Quadratic, radical and quadratic form equations; relations, functions, inverses and their graphs; graphs and equations of lines and circles; systems of equations and inequalities; matrices and linear programming; exponential and logarithmic functions; applications. AA/AS Area E

COLLEGE LEVEL COURSES – TRANSFERABLE**MATH 104: Plane Trigonometry**

(3.0 Units) (Prerequisite: Math 103 or 103XY or satisfactory score on Math Assessment Test. Three lecture hours weekly.)

Trigonometric and inverse trigonometric functions; graphs, equations and identities involving the trigonometric functions; triangle solutions, vector applications, and DeMoivre's Theorem. Can also be offered in a distance learning format. (CSU) AA/AS Area E, CSU Area B-4

MATH 104XY: PLANE TRIGONOMETRY

A sequence of two 1 ½-unit modules equivalent to Math 104. The instructional method for this sequence is individualized and self-paced.

MATH 104X: Plane Trigonometry

(1.5 Units) (Prerequisite: Math 103 or 103XY or satisfactory score on Math Assessment Test. An average of four hours weekly in the Math Lab for eight weeks or until the course is completed.)

Trigonometric and inverse trigonometric functions; graphs and identities involving the trigonometric functions; right triangle solutions. (CSU) AA/AS Area E, CSU Area B-4

MATH 104Y: Plane Trigonometry

(1.5 Units) (Prerequisite: Math 104X or concurrent enrollment. An average of four hours weekly in the Math Lab for eight weeks or until the course is completed.)

Solving trigonometric equations, Law of Sines and Cosines to solve triangles, vector applications, DeMoivre's Theorem, and polar coordinates. (CSU) AA/AS Area E, CSU Area B-4

MATH 105: College Algebra

(4.0 Units) (Prerequisite: Math 103 or 103XY. May be taken concurrently with Math 104 or 104XY. Four lecture hours weekly.)

This course includes an introduction to the elementary logic necessary for understanding mathematical proofs; emphasis on functions and graphs (both algebraic and transcendental); polynomial equations and their roots; solutions of inequalities (including absolute values); introduction to sequences, series, and conic sections. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH 109: Pre-Calculus College Algebra and Trigonometry

(5.0 Units) (Prerequisite: Satisfactory score on Math Assessment Test or a grade of C or higher in Math 103 or Math 103XY. Five lecture hours weekly.)

This class is an intensive combined course in pre-calculus algebra and trigonometry intended to prepare students for calculus. Topics include: polynomial, rational, exponential, logarithmic and trigonometric functions. Also, the binomial theorem, arithmetic and geometric sequences and series, mathematical induction, trigonometric identities, polar coordinates, the conic sections, vectors and applications of right angle trigonometry. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH 110: Introduction to Mathematical Reasoning

(3.0 Units) (Prerequisite: Math 103 or 103S or 103XY. Three lecture hours weekly.)

An elementary introduction to mathematics based on work in intermediate algebra and emphasizing the deductive process in concepts of contemporary mathematics. This course is primarily for liberal arts students. Topics may include logic, set theory, mathematics of finance, linear programming, combinatorial modeling, graph theory, exponential functions, logarithmic functions, group theory, and game theory. An introduction to the computer using BASIC or Logo computer languages may also be used. This course is designed to fulfill the intermediate algebra-based mathematics requirement for the California State University system. (CSU) AA/AS Area E, CSU Area B-4

MATH 114: Finite Mathematics

(3.0 Units) (Prerequisite: Math 103 or 103XY or satisfactory score on Math Assessment Test. Three lecture hours weekly.)

An introduction to various mathematical models and techniques used in business, management, and the social sciences. Topics include matrix methods for solving systems of linear equations, matrix algebra, linear programming, the simplex method, sets and counting techniques, and probability theory. Applications include the Leontief input output model, Markov chains, game theory, and the mathematics of finance. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH 115: Probability and Statistics

(4.0 Units) (Prerequisite: Math 103 or 103G or 103XY or satisfactory score on Math Assessment Test. Credit will be awarded for either Math 115 or Statistics 115, but not both courses. Four lecture hours weekly.)

This course is an in-depth introduction to probability and statistics, and is especially 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. Can also be offered in a distance learning format. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH 116: Linear Algebra

(3.0 Units) (Prerequisite: Math 123. Three lecture hours weekly.)

The study of systems of linear equations, matrix algebra, vector spaces, inner product spaces, linear transformations, eigenvalues and eigenvectors, and applications. Recommended for mathematics majors or students who plan to study mathematics in-depth in association with other majors. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH 117: Discrete Mathematics

(3.0 Units) (Prerequisite: Math 121 or 123. Also offered as Computer Science 117. Students may receive credit for Computer Science 117 or Math 117 but not for both courses. Three lecture hours weekly.)

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

MATH 121-122: CALCULUS I AND II WITH APPLICATIONS

This two-course sequence is designed to satisfy the calculus requirement for agriculture, architecture, business administration, botany, economics, forestry, physical geography, premedicine, optometry, pharmacy, and physiology majors. It is not designed for students majoring in chemistry, engineering, mathematics, or physics. Biology majors should check with transfer college for calculus requirement (Math 121-122 or Math 123-124).

MATH 121: Calculus I with Applications

(3.0 Units) (Prerequisite: Math 103 or 103XY or satisfactory score on Pre-Calculus Assessment Test. Three lecture hours weekly.)

Topics will include limits, continuity, derivatives, integrals, exponential, and logarithmic functions. Standard applications of the derivative to drawing graphs of functions of one real variable and to optimization problems will be included. Business applications of profit maximization and consumer/producer surplus will be covered. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH 122: Calculus II with Applications

(3.0 Units) (Prerequisites: Math 104 or 104XY and Math 121 or satisfactory score on Trigonometry Placement Test. Three lecture hours weekly.)

Topics will include multivariable calculus, partial derivatives, double integrals, methods of integration, the calculus of trigonometric functions, first order ordinary differential equations, calculus applied to probability and statistics, infinite series, and applications. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH 123: Analytic Geometry and Calculus I

(5.0 Units) (Prerequisites: Math 104 or 104XY and Math 105 or satisfactory score on Pre-Calculus Placement Test and Trigonometry Placement Test. Five lecture hours weekly.)

Introduction to differential and integral calculus of functions of one real variable. Continuous functions, limit of a function at a point, the derivative. The differentiation formulas and rules for one variable functions, implicit differentiation. The mean value theorem and its application to optimization and curve sketching, linear approximation and differential notation. Introduction to the Riemann integral and the fundamental theorem of calculus. Applications of the Riemann integral to finding areas, volumes of solids of revolutions, work, centroids, and total force on a plane submerged in a fluid. (CSU/UC) AA/AS Area E, CSU AREA B-4, IGETC Area 2

MATH 124: Analytic Geometry and Calculus II

(5.0 Units) (Prerequisite: Math 123. Five lecture hours weekly.)

A continuation of Math 123 to include the inverse function theorem for functions of one real variable, derivatives of inverse trigonometric, exponential, logarithmic, hyperbolic and inverse hyperbolic functions. Introduction to first order ordinary differential equations, techniques of integration, improper integrals, indeterminate forms, sequences, series, power series functions, and the calculus of parameterized plane curves. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH 139: Selected Topics

(0.5 - 6.0 Units)

MATH 190: Mathematics for Teachers

(3.0 Units) (Prerequisite: Math 103 or Math 103XY. Three lecture hours weekly.)

This is a course appropriate for students who may be considering teaching K-12 mathematics, and anyone who may wish to benefit from a deeper understanding of foundational topics in mathematics and explore methods of delivery. The course content will include topics in number sense (numeral systems, history, place value, number sets), arithmetic (focus on operation models, and order of operations with integers and rational numbers), geometry (focus on vocabulary, construction, Euclidean/Non-Euclidean, concept of perimeter/area/volume as comparisons, unit conversions, properties of similar triangles), and foundations to algebra (focus on algebraic symbols, operations on integers, rational and complex numbers and how they relate to algebra, history, order of operations in algebra, solving

equations and word problems, radicals, group axioms.) In addition to exploring content depth, students will have opportunities to explore content delivery in an English as a Second Language environment, participate in lesson study/scripting, apply course content in developing lesson plans, and participate in cross-grade level discussions. (CSU) AA/AS Area E

MATH 199: Seminar for Tutors

(2.0 Units) (No prerequisite. Two lecture hours weekly. Students will apply course content as independent study in lab environment two hours weekly.)

This course is designed to help student tutors develop their understanding of the principles of mathematics and of effective mathematics tutoring. Students will learn how to recognize different learning styles so that they may better help others analyze their study habits and problem solving skills. Students will learn how to communicate more effectively and to provide an encouraging tutoring environment. (Please see Math Department for information on transferability of this course.)

MATH 223: Analytic Geometry, Vector Analysis and Calculus III

(5.0 Units) (Prerequisite: Math 124. Five lecture hours weekly.)

A continuation of Math 124 to include solid analytic geometry, vector-valued functions, partial derivatives, multiple integrals, and vector analysis including Green's, Stoke's, and divergence theorems. (CSU/UC) CSU Area B-4, IGETC Area 2

MATH 224: Elementary Differential Equations

(4.0 Units) (Prerequisite: Math 124. Advisory: Concurrent enrollment in Math 223 recommended. Four lecture hours weekly.)

Elementary theory of differential equations including first order equations, second and higher order linear equations, the methods of power series, and Laplace transforms; first order linear systems, numerical methods, partial differential equations, Fourier series, and boundary value problems. (CSU/UC) CSU Area B-4, IGETC Area 2

MATH 249: Directed Study

(1-3 units) (Please see Directed Study category. Limit to Enrollment: Prior arrangement with instructor is required. Three laboratory hours weekly per unit.) (CSU w/limit)

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, Ad-

ministrative, or Clinical. Students may elect to complete a Skills Certificate for Medical Terminology Skills, MediSoft Skills, or Phlebotomy Skills. The Certificate of Achievement options require a minimum of two semesters to complete. Students may take courses on a part-time basis.

Career Options

Administrative and/or Clinical Medical Office Assistant, Clinical/Administrative Research Assistant, Insurance Coder/Biller, Medical Lab Assistant (Clinics, Hospitals, Private Labs), Medical Office Manager, Phlebotomist, Veterinary Hospital Front Office Assistant

Faculty

Carol Lacy - Coordinator

Department Phone: (415) 485-9319

Medical Assisting Program Coordinator Phone: (415) 883-2211, Ext. 8536

Recency Statement

Medical Assisting courses must be completed no longer than five years before departmental certification is awarded. Courses taken greater than five years before certification award must be repeated, or the student can pursue credit by examination.

A.S. in Medical Assisting: Administrative and Clinical Option Occupational

(Certificates of Achievement also awarded. Skills Certificates in Medical Terminology, MediSoft, and Phlebotomy are available.)

The Associate in Science degree is awarded for completion of all requirements, as well as the completion of general education and graduation requirements. The Certificate of Achievement is awarded for completion of the program requirements as shown in the following list.

No program application procedure is required, however it is advisable to see a counselor. Students may enter in the fall or spring semester. Those currently working in the health care field may receive consent to enroll in selected courses on a pass/no pass basis.

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

Requirements			Units
BOS	76*	Electronic Ten-Key Calculating Machines	1
BOS	120**	Computer Keyboarding	1
MEDA	110	Administrative Medical Office Procedures	2
MEDA	110L	Administrative Medical Office Procedures Laboratory	1
MEDA	120	Medical Terminology I	3
MEDA	121	Medical Terminology II	3
MEDA	125	Medical Financial Procedures	1
MEDA	125L	Medical Financial Procedures Laboratory	1
MEDA	126	Medical Office Computers – MediSoft	2
MEDA	126L	Medical Office Computers – MediSoft Laboratory	½
MEDA	135	Clinical Procedures I	2

MEDA	135L	Clinical Procedures I Laboratory	1½
MEDA	136	Medical Laboratory Procedures	2½
MEDA	136L	Medical Laboratory Procedures Laboratory	1
MEDA	145	Holistic Health, Disease, and Research	2
MEDA	150	Pharmacology for Medical Assistants	1½
MEDA	210L ***	Clinical Externship	2½

In addition, select three units from the following list:

BOS	44+	Skill Building for Keyboarders	1
CIS	110	Introduction to Computer Information Systems	3
CIS	101	Introduction to Personal Computers and Operating Systems	1½
CIS	117	Introduction to Database Design and Programming	1½
CIS	118	Introduction to Spreadsheet Design	1½
CIS	126	Introduction to Windows	1½

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

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

*** Clinical Externship – prerequisites: MEDA 110, 110L, 135, 135L, and 120 or 121 must be completed.

+ Applied toward the career certificate only.

A.S. in Medical Assisting: Administrative Option, Occupational (Certificates 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.

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.

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

Requirements			Units
BOS	76*	Electronic Ten-Key Calculating Machines	1
BOS	120**	Computer Keyboarding	1
MEDA	110	Administrative Medical Office Procedures	2
MEDA	110L	Administrative Medical Office Procedures Laboratory	1
MEDA	120	Medical Terminology I	3
MEDA	121	Medical Terminology II	3
MEDA	125	Medical Financial Procedures	1
MEDA	125L	Medical Financial Procedures Laboratory	1
MEDA	126	Medical Office Computers – MediSoft	2
MEDA	126L	Medical Office Computers - MediSoft Laboratory	½
MEDA	210L ***	Clinical Externship	2½

In addition, select three units from the following list:

BOS	44+	Skill Building for Keyboarders	1
CIS	110	Introduction to Computer Information Systems	3
CIS	101	Introduction to Personal Computers and Operating Systems	1½
CIS	117	Introduction to Database Design and Programming	1½
CIS	118	Introduction to Spreadsheet Design	1½
CIS	126	Introduction to Windows	1½

** This is a self-paced course that may be waived by passing a proficiency test and is applied toward the Certificate of Achievement only.*
*** 40 wam proficiency required. Proof of proficiency must be submitted to the Admissions and Records Office for graduation. Course can be taken four times.*

**** Clinical Externship – prerequisites: MEDA 110, 110L, and 120 or 121 must be completed.*

+ Applied toward the Certificate of Achievement only.

A.S. in Medical Assisting: Clinical Option Occupational

(Certificates 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 following list.

No program application procedure is required; however it is advisable to see a counselor. Students may enter in the fall or spring semester. Those currently working in the health care field may receive consent to enroll in selected courses on a credit/no credit grade basis.

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

Requirements			Units
MEDA	120	Medical Terminology I	3
MEDA	121	Medical Terminology II	3
MEDA	135	Clinical Procedures I	2
MEDA	135L	Clinical Procedures I Laboratory	1½
MEDA	136	Medical Laboratory Procedures	2½
MEDA	136L	Medical Laboratory Procedures Laboratory	1
MEDA	145	Holistic Health, Disease, and Research	2
MEDA	150	Pharmacology for Medical Assistants	1½
MEDA	210L***	Clinical Externship	2½

In addition, select three units from the following list:

BOS	44+	Skill Building for Keyboarders	1
BOS	120	Computer Keyboarding	1
CIS	110	Introduction to Computer Information Systems	3
CIS	101	Introduction to Personal Computers and Operating Systems	1½
CIS	117	Introduction to Database Design and Programming	1½
CIS	118	Introduction to Spreadsheet Design	1½
CIS	126	Introduction to Windows	1½
MEDA	126	Medical Office Computers – MediSoft	2

MEDA	126L	Medical Office Computers – MediSoft Laboratory	½
------	------	--	---

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

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

**** Clinical Externship – prerequisites: MEDA 135, 135L, and 120 or 121 must be completed.*

+ Applied toward the Certificate of Achievement only.

Skills Certificates

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

Medical Terminology Skills Certificate

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

Requirements			Units
MEDA	120	Medical Terminology I	3
MEDA	121	Medical Terminology II	3

MediSoft Skills Certificate

The certificate is awarded to the student upon successful completion of the three courses. The courses provide a working knowledge of and practice with using medical office software.

Requirements			Units
CIS	110	Introduction to Computer Information Systems	3
MEDA	126	Medical Office Computers-MediSoft	2
MEDA	126L	Medical Office Computers-MediSoft Laboratory	½

Phlebotomy Skills Certificate

The phlebotomy certificate awarded upon successful completion of MEDA 141 and MEDA 141L provides the required hours, knowledge and skills for phlebotomy training and practice.

Requirements			Units
MEDA	141	Phlebotomy Techniques	3
MEDA	141L	Phlebotomy Techniques Clinical Laboratory	1

Medical Assisting Courses (MEDA)

MEDA 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

MEDA 100: Introduction to Health Careers

(2.0 Units) (No prerequisite. Can be taken for credit as Dental Assisting 100, Medical Assisting 100, or Nursing Education 100. Credit will be awarded for only one course. Two lecture hours weekly.)

This course is designed for students interested in pursuing a career in a health profession. It provides an overview of the current health care delivery system, the physical, mental, and emotional demands of the workplace and the skills needed by the healthcare worker today and in the future. Students will learn about qualifications and professional preparation needed for various careers and analyze the roles and responsibilities in today's health care environment. This course is designed to help students develop realistic career goals as well as to give an appreciation of how the current health care delivery system is influencing individual health professional roles and responsibilities. (CSU)

MEDA 110: Administrative Medical Office Procedures

(2.0 Units) (No prerequisite. Corequisite: Medical Assisting 110L. Two lecture hours weekly.)

This course is an introduction to the medical front office with an emphasis on front office procedures. Topics for examination include medical practice settings, medical law and ethics, reception, telephone, appointments, patient records, etc. (CSU)

MEDA 110L: Administrative Medical Office Procedures Laboratory

(1.0 Unit) (No prerequisite. Corequisite: Medical Assisting 110. Three laboratory hours weekly.)

The student will apply theoretical concepts to practice administrative skills commonly performed in the medical office such as telephone techniques, appointment scheduling, office reception, etc. (CSU)

MEDA 112: Medical Transcription

(2.0 Units) (Prerequisites: Business Office Systems 120 and Medical Assisting 120 or 121. One lecture and three laboratory hours weekly.)

This course includes the fundamentals of medical transcription using electric typewriters and selected types of transcription machines; ethical/legal responsibilities of the medical transcriber; continued study and application of medical terminology; transcription of medical forms, reports, and correspondence common to various medical/surgical specialties. (CSU)

MEDA 120: Medical Terminology I

(3.0 Units) (No prerequisite. May be taken before or after Medical Assisting 121. Three lecture hours weekly.)

This course introduces the student to the fundamentals of medical word analysis and word construction. Emphasis is placed on 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 Medical Assisting 121. (CSU)

MEDA 121: Medical Terminology II

(3.0 Units) (No prerequisite. May be taken before or after Medical Assisting 120. Three lecture hours weekly.)

This course introduces the student to the fundamentals of medical word analysis and word construction. Emphasis is placed on spelling, anatomical, pathological, surgical and diagnostic terminology. Material is presented in a systems approach with units on the urinary system, male and female reproductive systems, obstetrics and neonatology, eye and ear systems, and the endocrine system. Systems studied are different than Medical Assisting 120. (CSU)

MEDA 125: Medical Financial Procedures

(1.0 Unit) (No prerequisite. Corequisite: Medical Assisting 125L. One lecture hour weekly.)

This theory course examines the basic financial operations and procedures of a medical office. Topics for examination include accounting, banking, bookkeeping, current procedural terminology, international classification of diseases, health insurance claims, managed care and government sponsored health insurance programs. (CSU)

MEDA 125L: Medical Financial Procedures Laboratory

(1.0 Unit) (No prerequisite. Corequisite: Medical Assisting 125. Three laboratory hours weekly.)

The student will develop skills in managing patient financial accounts in a medical office. Practice will be given to posting financial information to a patient's medical record, coding procedures and diagnoses, and completing medical insurance forms. (CSU)

MEDA 126: Medical Office Computers – MediSoft

(2.0 Units) (No prerequisite. Corequisite: Medical Assisting 126L. Two lecture hours weekly.)

This theory course will introduce the student to the use of computers in the medical office. The course will focus on the basic functions of the MediSoft program such as recording patient information to create and update patient records, entering financial transactions, and scheduling appointments. (CSU)

MEDA 126L: Medical Office Computers - MediSoft Laboratory

(0.5 Unit) (No prerequisite. Corequisite: Medical Assisting 126. One and one-half laboratory hours weekly.)

This laboratory class will apply theory learned in Medical Assisting 126 and provide students with practical exercises on the computer using the MediSoft program. (CSU)

MEDA 127: Medical Office Computers - Medical Manager

(1.0 Unit) (No prerequisite. Corequisite: Medical Assisting 127L. One lecture hour weekly.)

This theory course will introduce the student to the use of computers in the medical office. The course will focus on the basic functions of the Medical Manager software program such as recording patient information, entering transactions, and completing insurance claims. (CSU)

MEDA 127L: Medical Office Computers Laboratory - Medical Manager

(0.5 Unit) (No prerequisite. Corequisite: Medical Assisting 127. One and one half laboratory hours weekly.)

This laboratory course will provide hands-on computer experience with the Medical Manager software program. The student will apply theory learned in Medical Assisting 127. (CSU)

MEDA 135: Clinical Procedures I

(2.0 Units) (No prerequisite. Corequisite: Medical Assisting 135L. Two lecture hours weekly.)

This course introduces the student to clinical assisting 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 procedures, sterilization and disinfection of instruments, sterile and non-sterile dressing changes, medical office emergencies, visual screening and auditory acuity. Concentration will be on medical asepsis and infection control during all procedures. (CSU)

MEDA 135L: Clinical Procedures I Laboratory

(1.5 Units) (No prerequisite. Corequisite: Medical Assisting 135. Four and one-half laboratory hours weekly.)

This skills lab introduces the student to clinical medical assisting performance and skills techniques, and procedures common to primary care in a family practice medical office: demonstrating the taking of vital signs and anthropometric measurements, assisting with minor office surgery, promoting tissue healing through the performance of selected physical therapy modalities, demonstrating appropriate sterilization and disinfection procedures, safely operating the autoclave, performing sterile and non-sterile dressing changes, responding to emergencies, and performing visual and auditory irrigation, medication administration and ear acuity testing. The students will also position the patient for selected specialty exams. The student will demonstrate appropriate hand washing at all times. (CSU)

MEDA 136: Medical Laboratory Procedures

(2.5 Units) (No prerequisite. Corequisite: Medical Assisting 136L. Two and one-half lecture hours weekly.)

This theory course includes examination of selected, common screening laboratory and clinical procedures performed in medical offices. Topics for examination include EKGs, hematology,

urinalysis, collection of specimens, assisting with prenatal exams and radiology, and diagnostic imaging. Asepsis and universal precautions will be stressed. (CSU)

MEDA 136L: Medical Laboratory Procedures Laboratory

(1.0 Unit) (No prerequisite. Corequisite: Medical Assisting 136. Three laboratory hours weekly.)

The student will develop skills in performing common laboratory procedures and diagnostic tests required of medical assistants as performed in a medical office or clinic (i.e. hemoglobin, hematocrit, EKGs, urinalysis). Lab safety and universal precautions will be stressed. (CSU)

MEDA 139: Selected Topics

(0.5 - 6.0 Units)

MEDA 141: Phlebotomy Techniques

(3.0 Units) (No prerequisite. Corequisite: Medical Assisting 141L. Advisory: Medical Assisting 136. Other limitations on enrollment: High School graduation or GED or equivalent. Five lecture hours weekly for ten weeks.)

This course is designed to provide students with specific knowledge of the role of the phlebotomist, blood collection procedures, the proper use of equipment, and techniques necessary to perform capillary (skin) punctures and venipunctures. Basic anatomy and physiology, safety, legal, and ethical issues are discussed in detail. Students are eligible for State and National certification as phlebotomists upon successful completion of Medical Assisting 141 and 141L. (CSU)

MEDA 141L: Phlebotomy Techniques Practicum

(1.0 Unit) (No prerequisite. Corequisite: Medical Assisting 141. Advisory: Medical Assisting 136L. Other limitations on enrollment: High School graduation or GED or equivalent. Five laboratory hours weekly for ten weeks.)

This course is designed to fulfill CCR requirements for the practical component of phlebotomy certification as a CPT 1. Students will perform capillary punctures and venipunctures in a clinical setting under direct supervision of instructor and laboratory/clinic personnel. Successful completion of Medical Assisting 141 and 141L will qualify the student for certification as a phlebotomist (CPT 1). Clinical facilities require background checks, liability insurance, lab coat, name tag and patch, completed health clearance form, and negative TB test. Students must purchase malpractice insurance through the department during the first week of class, and submit a completed Health Clearance form. (CSU)

MEDA 145: Understanding Human Diseases

(2.0 Units) (Prerequisite: Medical Assisting 120 or 121. Two lecture hours weekly.)

This theory course is designed to provide medical assisting students with specific knowledge of human diseases across the lifespan with an emphasis on anatomic terms, prevention, diagnoses, pathophysiology, signs and symptoms, conditions, treatments, medical and surgical procedures, medications and

clinical and diagnostic testing used in a variety of medical settings. Alternative treatment modalities are also briefly discussed throughout the course. Instruction includes lecture and case studies to provide and reinforce theory and develop critical thinking skills. (CSU)

MEDA 150: Pharmacology for Medical Assistants

(1.5 Units) (No prerequisite. One and one-half lecture hours weekly.)

This course introduces the student to common drugs and medication, specific mathematical computations, drug indications and contraindications, anaphylactic and other allergenic responses, care of emergencies due to drug reactions, and responsibilities of the medical assistant. May be taken twice for credit. (CSU)

MEDA 210L: Clinical Externship

(2.5 Units) (Prerequisites: Medical Assisting 110, 110L, 120 or 121, 135, and 135L are prerequisites for the Clinical and Administrative Option. Medical Assisting 120 or 121, 135, and 135L are prerequisites for the Clinical Option. Medical Assisting 110, 110L, 120 or 121 are prerequisites for the Administrative Option. One hundred and twenty hours of externship to be arranged.)

This experience extends the student's education and preparation from the classroom to the community clinic, office or hospital under the direct supervision of the instructor and clinical supervisors. Students are required to have had a physical examination and received a health clearance in addition to the required immunizations. First Aid and CPR certificates, liability insurance, and uniform are required. (CSU)

MEDA 249: Directed Study

(1-3 units)(Please see Directed Study category. Limit to enrollment: Prior arrangement with instructor required. Three laboratory hours weekly per unit.) (CSU w/limit)

MULTIMEDIA STUDIES

This program is designed to provide a link between content, technology and creative vision for emerging technologies. Each course provides hands-on experience for professional advancement, career related training, and transfer preparation for university degrees. Each course develops the creative process through project-based learning that prepares students to be resourceful and independent, and to meet the expectations of multimedia careers.

Career Options

Animator, Art Director, Game Designer, Illustrator/Artist, Interface Designer, Production Artist, Project Manager, Sound Designer, Video Producer, Visual Designer, Web Developer

Faculty

James Gonzalez, Derek Wilson

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

A.S. in Multimedia Studies

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

A Skills Certificate is earned by satisfactory completion of the required courses as outlined for the specific Skill 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 has lapsed since they last attended said course. College of Marin petition procedures are located in the Admissions and Records section of the catalog.

CORE REQUIREMENTS

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

Requirements				Units
MMST	101	Orientation to Multimedia	1/2	
MMST	110	Introduction to Multimedia	3	
MMST	111	Multimedia Production	3	
MMST	112	Interactive Design for Multimedia		3
MMST	123	Introduction to Multimedia Design		3
MMST	200	Portfolio Development	3	
MMST	213	Multimedia Internship	3	

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.

Requirements				Units
CIS	142	Intermediate HTML and Scripting		1 1/2
MMST	131A	Web Design I		3
MMST	131B	Web Design II		3
MMST	134A	Interactive Media Design I		3
MMST	134B	Interactive Media Design II		3

Sound and Video Design Specialty

Provides training and experience of digital sound and digital video as it applies to multimedia design with emphasis on the development of skills related to the post-production of sound and video for all interactive, time-based and popular media.

MMST	143	Video Production for Multimedia		3
MMST	144	Audio Production for Multimedia		3

MMST	166	Digital Video Editing and Motion Graphics	3
MMST	158	Audio Design: Interactive	3
MMST	240	Advanced Sound and Video Design	3

Visual Design Specialty

Provides training and experience of illustration, layout, modeling, and photo imaging, as it applies to visual content design, with an emphasis on the development of skills for producing strong concepts of dynamic, interactive and printed materials.

MMST	124	3-D Modeling and Animation	3
MMST	150	Digital Imaging Techniques with Photoshop	3
MMST	151	Digital Illustration and Animation	3
MMST	163	3-D Character Animation: Complex Lighting and Materials	3
MMST	223	Print and Packaging Design	3

Multimedia Studies Skills Certificates

Each Multimedia Studies Skills Certificate student must complete the required courses as outlined for the specific Skills Certificate(s):

Multimedia Animation Skills Certificate

MMST	124	3-D Modeling and Animation	3
MMST	151	Digital Illustration and Animation	3
MMST	163	3-D Character Animation: Complex Lighting and Materials	3

Multimedia Audio Production Skills Certificate

MMST	144	Audio Production for Multimedia	3
MMST	158	Audio Design: Interactive	3
MMST	240	Advanced Sound and Video Design	3

Multimedia Design Skills Certificate

MMST	123	Introduction to Multimedia Design	3
MMST	200	Portfolio Development	3
MMST	223	Print and Packaging Design	3

Multimedia Production Skills Certificate

MMST	110	Introduction to Multimedia	3
MMST	111	Multimedia Production	3
MMST	112	Interactive Design for Multimedia	3

Multimedia Video Production Skills Certificate

MMST	143	Video Production for Multimedia	3
MMST	166	Digital Video Editing and Motion Graphics	3
MMST	240	Advanced Sound and Video Design	3

Multimedia Web Authoring Skills Certificate

MMST	131A	Web Design I	3
MMST	131B	Web Design II	3
MMST	131C	Web Design III	3

Multimedia Digital Printing Skills Certificate

MMST	123	Introduction to Multimedia Design	3
MMST	150	Digital Imaging Techniques with Photoshop	3
MMST	160	Digital Image Calibration and Printing (Prerequisite: MMST 150)	3

Multimedia Studies Courses (MMST)

MMST 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

MMST 090: Multimedia Studies Program Orientation/Multimedia Careers

(0.5 Unit) (No prerequisite. Two lecture hours and one laboratory hour weekly for four weeks.)

This course will provide a general introduction and familiarization of the COM Multimedia Studies Program and the local media industry. Lecture and lab components will cover basic computer skills required for entry into the Career Certificate program, an orientation to the lab facilities and other program resources. It will also cover career information including industry salaries, job titles and requisite skills, employment trends, and other relevant occupational information about this dynamic field.

MMST 101: Orientation to Multimedia

(0.5 Unit) (No prerequisite. Three practicum hours weekly for eight weeks.)

Digital media is becoming the predominant method for receiving news and entertainment. This course will cover the tools and techniques needed to become literate in this new digital media universe. Armed with the knowledge and skills learned in the course, students will be able to safely and effectively find and consume the tremendous amount of digital media now available in many formats and delivery platforms. This course is offered as a self-paced Web based course. (CSU)

MMST 110: Introduction to Multimedia

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course will provide an overview of the burgeoning new field of multimedia. Through lecture and demonstration, students will learn about basic multimedia production as well as topics that include design, development, and marketing. Students will survey basic concepts and applications of multimedia production. Providing an aesthetic and historical framework, this course is the logical first step on the path to a career in multimedia. (CSU)

MMST 111: Multimedia Production

(3.0 Units) (No prerequisite. Advisory: Computer Information Systems 110. Two lecture and three laboratory hours weekly.)

This course is an opportunity for students to explore the different aspects and content of multimedia projects. Students will be introduced to team development and production schedules as they learn the basic tools and methods for developing graphics, sound, video, and authored environments that simulate real-life projects and deadlines. Can also be offered in a distance learning format as a Web based course. (CSU)

MMST 112: Interactive Design for Multimedia

(3.0 Units) (No prerequisite. Two and one-half lecture and one and one-half laboratory hours weekly.)

This course provides knowledge and experience to create effective designs required for navigation, access, and other methods of interaction within the user interface of websites, games, and other interactive designs. Strategies and techniques to plan a skillful and artistic interface design are covered. This course is ideal for students interested in website or game design. Can also be offered in a distance learning format as a Web based course. (CSU)

MMST 114: Introduction to Game Design

(3.0 Units) (No prerequisite. Three lecture hours per week.)

This course will introduce students to the basics of game design and theory using analysis, research, critiques, and group based projects. Students will learn about the game industry and what is expected to develop an interactive/video game through assignments that simulate employment by a game developer. (CSU)

MMST 123: Introduction to Multimedia Design

(3.0 Units) (No prerequisite. Advisory: Art 112. Two and one-half lecture and two and one-half laboratory hours weekly.)

This course will provide a basic knowledge of design as it applies to multimedia. Assignments involve the creation of original work using current digital tools. Design skills will be developed through projects using analysis, research, and critiques. Can also be offered in a distance learning format as a Web based course. (CSU)

MMST 124: 3-D Modeling and Animation

(3.0 Units) (No prerequisite. Two lecture and three laboratory hours weekly.)

This course will provide introductory knowledge and experience with modeling and animation as it applies to multimedia. Modeling is the computer generation of a wide range of object types from machine components to organic forms. Animation is the creation of three-dimensional objects and environments from the imagination of the creator. (CSU)

MMST 131: Introduction to Web Design

(3.0 Units) (No prerequisite. Advisory: Multimedia Studies 101. Two and one-half lecture and two and one-half laboratory hours weekly.)

This course provides an introduction to the tools and practices of modern Web site development. Students will learn the tools and methods for creating and maintaining a small media-rich Web site. Production skills will be developed through the research, design, and development and testing of their own small Web site. Can also be offered in a distance learning format as a Web based course. (CSU)

MMST 131A: Web Design I

(3.0 Units) (No prerequisite. Advisory: Multimedia Studies 101. Two lecture and three laboratory hours weekly.)

This course provides an introduction to the tools and practices of modern Web site design and development. Students will learn methods for designing and creating attractive and effective Web pages. Production skills will be developed through the research, design, development and testing of a small Web site. May also be offered as a Web based course. (CSU)

MMST 131B: Web Design II

(3.0 Units) (Prerequisite: Multimedia Studies 131A. Two lecture and three laboratory hours weekly.)

This course provides intermediate-level instruction on the tools and practices of modern Web site design and development. Students will learn methods for designing and creating Web sites that are attractive, functional, and easy to use. Production skills will be developed through the research, design, development, and testing of working Web sites. May also be offered as a Web based course. (CSU)

MMST 131C: Web Design III

(3.0 Units) (Prerequisite: Multimedia Studies 131B. Two lecture and three laboratory hours weekly.)

This course provides advanced-level instruction in the tools and practices of modern Web site design and development. Students will learn methods for designing and creating Web sites that are attractive, functional, and easy to use. Production skills will be developed through the research, design, development, and testing of working Web sites. May also be offered as a Web based course. (CSU)

MMST 132: Introduction to Web Development

(3.0 Units) (No prerequisite. Advisory: Multimedia Studies 131. Two and one-half lecture and two and one-half laboratory hours weekly.)

This course will provide basic knowledge for creating and publishing small sites to the World Wide Web. Assignments involve creating and publishing small working Web sites containing a variety of rich media such as animation, audio, and video. Web pages will be designed and developed using current professional-level tools. Design skills will be developed through projects using analysis, research, and critiques. Offered as a Web based course. (CSU)

MMST 133: Search Engine Optimization and Web Promotion

(3.0 Units) (No prerequisite. Advisory: Multimedia Studies 131. Two and one-half lecture and two and one-half laboratory hours weekly.)

Designing and building a Web page is only part of the required effort behind all successful Web sites. Successful sites attract and maintain a regular flow of visitors by successfully promoting themselves through the major search engines and directories. This course will cover how to promote Web sites using the rapidly changing world of Web search engines and directories. Students

will learn how the Web's popular search systems and directories work so they can use them to better promote and market Web sites of all sizes, complexity, and purpose. In this class, students will learn both how to set up cost effective and successful paid search engine marketing campaigns and how to design attractive sites that place well in the free search listings. Offered as a Web based course. (CSU)

MMST 134A: Interactive Media Design I

(3.0 Units) (No prerequisite. Advisory: Multimedia Studies 101. Two lecture and three laboratory hours weekly.)

This course provides an introduction to the tools and practices of modern interactive media design and development. Design and production skills will be developed through the research, design, development, and debugging of interactive media for the Web and other digital media products. May also be offered as a Web based course. (CSU)

MMST 134B: Interactive Media Design II

(3.0 Units) (Prerequisite: Multimedia Studies 134A. Two lecture and three laboratory hours weekly.)

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 will be developed through the research, design, development, and debugging of interactive media for the Web and other digital media products. May also be offered as a Web based course. (CSU)

MMST 134C: Interactive Media Design III

(3.0 Units) (Prerequisite: Multimedia Studies 134B. Two lecture and three laboratory hours weekly.)

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. May also be offered as a Web based course. (CSU)

MMST 139: Selected Topics

(0.5 - 6.0 Units)

MMST 143: Video Production for Multimedia

(3.0 Units) (No prerequisite. Two lecture and three laboratory hours weekly.)

This course will provide basic knowledge of video production as it applies to multimedia, including Internet and Web based applications. Emphasis will be on developing a foundation of skills covering beginning-to-end design and production processes for video-intensive multimedia. There will be broad exposure to good and bad examples of video integration formats. (CSU)

MMST 144: Audio Production for Multimedia

(3.0 Units) (No prerequisite. Two lecture and three laboratory hours weekly.)

This course will provide a basic knowledge of sound production from beginning to end. Emphasis will be on developing a foundation of skills and broad exposure to good and bad examples of sound integration formats. (CSU)

MMST 150: Digital Imaging Techniques with Photoshop

(3.0 Units) (No prerequisite. Advisory: Multimedia Studies 123. Two lecture and three laboratory hours weekly.)

This course covers intermediate techniques for images to create professional artwork for games, portfolios, and websites. Course includes both creative and production techniques to prepare students for professional projects using Photoshop and other current imaging software. Design skills will be developed through hands-on exercises and projects using analysis, research, and critiques. Can also be offered in a distance learning format as a Web based course. (CSU)

MMST 151: Digital Illustration and Animation

(3.0 Units) (No prerequisite. Advisory: Multimedia Studies 123. Two lecture and three laboratory hours weekly.)

This course will provide an increased knowledge of drawing, illustrating, and animating for printed and interactive content. Advanced production techniques, theories, and methods for enhanced interactivity and design. Assignments involve the creation of original illustrations and animated shorts using current digital tools. Design skills will be developed through projects using research, practice, and applied knowledge. Can also be offered in a distance learning format as a Web based course. (CSU)

MMST 154: Software Applications for Multimedia: Digital Media Authoring

(1.5 Units) (Prerequisite: Multimedia Studies 131 or concurrent enrollment. Two lecture and three laboratory hours weekly for eight weeks.)

These variable software specific courses will provide basic knowledge and hands-on experience with the leading commercial authoring applications for multimedia. Emphasis will be on developing skills for producing CD ROM, intranet, DVD ROM or other high bandwidth-based media applications. Examples of software include Macromedia Director, and Authorware Attain. (CSU)

MMST 155: Software Applications for Multimedia: Web Authoring

(1.5 Units) (Prerequisite: Multimedia Studies 131. Two lecture and three laboratory hours weekly for eight weeks.)

These variable software specific courses will provide basic knowledge and hands-on experience with the latest commercial authoring applications for the Web. Emphasis will be on developing solid skills building Web sites with a variety of commercial

software applications including Go Live, Microsoft Front Page, and Macromedia Dreamweaver. Offered in a distance learning format. (CSU)

MMST 158: Audio Design for Interactive Media and Games

(3.0 Units) (No prerequisite. Advisory: Multimedia Studies 144. Two and one-half lecture and two and one-half laboratory hours weekly.)

This course will provide intermediate knowledge of generating digital audio, editing, design, and effects using current digital software, hardware, and techniques. Focus is on how to make good editorial decisions as well as the efficient use of a variety of programs. Assignments involve practice tutorials and the creation of original projects using current digital tools. (CSU)

MMST 160: Digital Image Calibration and Printing

(3.0 Units) (Prerequisite: Multimedia Studies 150. Two lecture and three laboratory hours weekly.)

This course will provide advanced knowledge of techniques and practices for successful printing of digital images and artwork for design and visual art. Course includes advanced creative and production techniques to prepare students for successful, professional level projects for portfolios and display. Design and technical skills will be developed through hands-on exercises and projects using analysis, research, and critiques. Can also be offered in a distance learning format as a Web based course. (CSU)

MMST 163: 3-D Character Animation: Complex Lighting and Materials

(3.0 Units) (No prerequisite. Two and one-half lecture and two and one-half laboratory hours weekly.)

This class will focus on the intended purpose of 3-D lighting and materials and how to dress it for believability, including atmospheres and particle systems, as well as special effects such as glows, flares, and blurs. This course will also review and extend your skills in setting up lights, atmospheres, particle systems, and cameras, in building believable textures, and in creating environments for 3-D animation or game play. (CSU)

MMST 166: Digital Video Editing and Motion Graphics

(3.0 Units) (No prerequisite. Advisory: Multimedia Studies 143. Two lecture and three laboratory hours weekly.)

This course will provide intermediate knowledge of video editing and effects using current digital software, hardware, and techniques. Focus is on how to make good editorial decisions as well as the efficient use of a variety of programs. Assignments involve practice tutorials and the creation of original projects using current digital tools. (CSU)

MMST 168: Small Recording Studio Theory and Design

(3.0 Units) (No prerequisite. Advisory: Multimedia Studies 144. Two and one-half lecture and two and one-half laboratory hours weekly.)

This course will provide intermediate knowledge of how to build and maintain a working, competitive home or small studio in an efficient and economical way. With the ever-increasing variety of digital audio software available, this course can help guide students towards a standardization of home audio studio design as well as a standardization of basic audio production terms. (CSU)

MMST 173: Intermediate 3-D Modeling and Animation (Level II)

(3.0 Units) (Prerequisite: Multimedia Studies 163. Two lecture and three laboratory hours weekly.)

This class will focus on intermediate levels of animation and modeling in 3-D as they apply to visualization, effects, games, and other applications for multimedia projects. Students will expand on tools and techniques learned in the beginning class to create more complex models and animated sequences. (CSU)

MMST 200: Portfolio Development

(3.0 Units) (No prerequisite. Can be taken for credit as Multimedia Studies 200 or Art 200, but credit will be awarded for only one course. Three lecture hours weekly.)

Through lecture, research and critiques, students will develop a professional portfolio that reflects their interests, skills, and career goals. This course is for students that have accomplished multimedia skills and wish to develop strategies of self-promotion for their area of expertise. (CSU)

MMST 210: Advanced Project

(0.5 Unit) (No prerequisite. One and one-half laboratory hours weekly.)

This course will provide students with the opportunity to design and implement group or individual creative projects containing graphics, animation, audio, video, or authoring components. This course will provide a forum for exploring and testing potential project ideas that students will take from concept to final product. Students will receive guidance and support in critiquing work, forming creative alliances, and polishing existing work. This course is for students who are ready to plan, design, and implement independent advanced multimedia projects such as CD-ROMs, DVDs, Web sites, and more. Lab activities will involve taking a project idea, either individually or as a group, through the following production stages: design, preproduction, prototyping, production, testing, and delivery. May be taken twice for credit. (CSU)

MMST 213: Internship in Multimedia

(3.0 Units) (Prerequisite: Multimedia Studies 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. By providing an on-campus lecture class coupled with a short-term internship, students gain an understanding of applying their multimedia skills 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 student's portfolio. (CSU)

MMST 223: Print and Packaging Design

(3.0 Units) (No prerequisite. Advisories: Multimedia Studies 150 and 151. Two lecture and three laboratory hours weekly.)

This course will provide a basic knowledge of design as it applies to printed media (2D), products and packaging (3D). Assignments involve the creation of original designs using current digital tools. Design and visualization skills will be developed through projects using analysis, research, and critiques. Can also be offered in a distance learning format as a Web based course. (CSU)

MMST 231: Scripting and Interactive Multimedia Production

(3.0 Units) (No prerequisite. Advisories: Computer Information Systems 141 and Multimedia Studies 131. Two lecture and three practicum hours weekly.)

This course covers how to use scripting technologies in conjunction with authoring tools to develop interactive, data-driven multimedia products. This course is for both designers and developers desiring to create more sophisticated, professional caliber multimedia products made possible by the application of scripting languages working within modern popular authoring applications. These scripting languages include, but are not limited to, Lingo, ActionScript, and JavaScript working within authoring packages such as Dreamweaver, Flash or Director. May be taken once for credit. May also be offered online as a Web based Course. (There are no on-campus attendance requirements for online sections. Two hours of online, technology mediated live lectures per week and three practicum hours, TBA per week.) (CSU)

MMST 240: Advanced Sound and Video Design

(3.0 Units) (No prerequisite. Advisories: Multimedia Studies 143 and 144. Two lecture and three laboratory hours weekly.)

This course will provide advanced knowledge of time-based material as it relates to sound and video design. Collaborative and crossover skills will be developed through the creation of individual or group projects using current digital tools in audio and video. (CSU)

MMST 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment: One course in the discipline and/or prerequisite(s) determined by the appropriate discipline. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)

MUSIC

A career in music today demands from all performers and participants a sophisticated knowledge of theory, history, performance standards, and practices in all fields whether classical, jazz, rock, or popular. Whatever branch of the music career you may find yourself pursuing, academic music experience is valuable in your background.

Career Options

Agent, Arranger, Arts Administrator, Band Director, Business Manager, Choral Leader, Composer, Concert Hall Manager, Conductor, Copyist, Disc Jockey, Electronic Writer and Computer Specialist, Instrument Maker, Instrument Repair Technician, Instrumental Musician, Lyricist, Music Coach, Music Critic, Music Director, Music Editor, Music Librarian, Music Publishing Editor, Music Store Owner/Staff, Music Therapist, Musicologist, Performer, Piano Tuner-Technician, Private Instructor, Recreation Therapist, Singer, Teacher

Faculty

Douglas Delaney, Tara B. Flandreau, Paul Smith

Department Phone: (415) 485-9460

Transfer

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

A.A. in Music

The Music Department has several performing groups that serve the various interests and abilities of students and the community: an orchestra, bands, choruses, instrumental and choral ensembles, instrumental and vocal jazz ensembles. These groups present scheduled concerts as well as perform on special occasions during the school year. The Music Program is offered at the Kentfield Campus.

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

Requirements				Units
Completion of:				
Theory				
MUS	111	Theory I		4
MUS	112	Theory II		4
MUS	211	Theory III		4
MUS	212	Theory IV		4
Ear Training				
MUS	121	Ear Training I		2
MUS	122	Ear Training II		2
MUS	221	Ear Training III		2
MUS	222	Ear Training IV		2

Music Literature and Analysis

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

Piano

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

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

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

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

Music Courses (MUS)

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

General Information:

Students enter college with various experience and backgrounds in music. Furthermore, they take music courses with a variety of goals in mind. Consequently, while several of our offerings are open to everyone, passing our Music Placement Test (MPT) or a standardized audition is required for more advanced classes. Most music classes require that a student have some skill with music notation. Music 106 is designed to provide this theoretical background. In addition, a potential music major or minor must be able to listen analytically to classical music. Music 101 serves this purpose. The Music Placement Test is advised for those who feel they have sufficient background and therefore don't need to take preliminary courses.

There are a variety of skills and abilities required of the music major who transfers from College of Marin to complete upper division work elsewhere. Consequently, coursework at the Kentfield Campus has been divided into as many component parts as possible to enable students to work at their level in each area. The following chart illustrates each component part of the music major package at various levels. It is not necessary for students to be at the same level in each area. In fact, it is to students' advantage to be ahead a semester or two in piano and ear training. However, since it is to students' disadvantage to get ahead in theory without developing the listening, physical, and analytical skills, it is urged that the theory components be taken after all other components at the same level, if not taken concurrently.

MUSIC MAJOR CHART

Level	Theory	Ear Training	Piano	Lit/Analyses
Preliminary	Mus 106	Mus 106	Mus 106	
Level I	Mus 111 (f)	Mus 121	Mus 171	Mus 101

Level 2	Mus 112 (sp)	Mus 122 (sp)	Mus 172	Mus 102 (sp)
Level 3	Mus 211 (f)	Mus 221 (f)	Mus 271	
Level 4	Mus 212 (sp)	Mus 222 (sp)	Mus 272 (sp)	

Performing Ensemble: One of the following

EACH SEMESTER: Mus 162, 163, 165, 166, 167, 168, 169

Major Performing Ensemble

Our large ensembles provide students the opportunity for musical growth at all stages of their development. Participation in a major performing ensemble is just as essential, if not more so, to those just learning the basic music vocabulary as to those who have the opportunity to perform solos with the ensemble. The College of Marin's major performing ensemble requirement must be satisfied in the following manner: Those whose major performing medium is a band or orchestra instrument must be in either Music 162, 167, or 168. Those whose performance medium is voice, or whose instrument is one not usually associated with ensemble work (piano, guitar, etc.), must be in either Music 163 or 169. Pianists may partly fulfill this requirement as noted in the Music 165 and Music 166 course descriptions, however.

Standardized Auditions

Several music courses require an audition based upon a standardized level of performance. Every student who participates in one of these courses is expected to meet the musical requirements of the particular audition. Auditions will vary from course to course.

MUS 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

MUS 101: Introduction to Classical Music

(3.0 Units) (No prerequisite. Two lecture and three laboratory hours weekly.)

The appreciation and enjoyment of classical music through analytical listening. The study of musical elements; the development of musical forms and styles, vocal and instrumental media, the lives of the great composers, and analyses of their works. Illustrated by recordings. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

MUS 102: Music Masterworks

(3.0 Units) (Prerequisite: Music 106 or Music 111. Three lecture hours and one laboratory hour weekly.)

This course includes guided listening and discussions, examples in hand, of music masterworks from the beginning of written history to the present. Prerequisite skills required: ability to read treble and bass clef and easy basic rhythms; understanding tonic and dominant relationship, intervals, triads, 7th chords, major and minor scales and key signatures. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

MUS 105: Rock, Pop and Jazz

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

A multicultural study of the evolution of American musical styles including blues, salsa, samba, rock, jazz, pop, rhythm and

blues, country and folk, with emphasis on the African American, Euro 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) (No prerequisite. Advisory: Music 163. Three lecture hours weekly.)

Designed for anyone interested in acquiring basic music skills for performance, teaching or composition included. Music reading, notation, terminology, piano keyboard, sight singing, ear training, etc. Not open to students who have completed Music 111, 112, 211, or 212. Can also be offered in a distance learning format. (CSU/UC) AA/AS Area C, CSU Area C-1

MUS 111: Theory I

(4.0 Units) (Prerequisite: Music 106. Corequisites: Music 121, 122, 221, or 222 as determined by standardized placement examination; one major performing ensemble: Music 162, 163, 167, 168, or 169 and class piano: Music 171, 172, 271, or 272. Three lecture and three laboratory hours weekly.)

Beginning music theory. Review of scales, key signatures, time signatures, intervals, triads, and seventh chords. Intensive study of four part harmonic progressions including cadences, voice leading and doubling rules, and some nonharmonic tones. (CSU/UC)

MUS 112: Theory II

(4.0 Units) (Prerequisite: Music 111. Corequisites: Music 122, and 172, unless previously completed, and one major performing ensemble. See Music 111 for details of these corequisites. Three lecture and three laboratory hours weekly.)

Continued study of harmonic progressions, focusing on secondary triads, dominant and supertonic sevenths with inversions, modes, counterpoints, etc. (CSU/UC)

MUS 113: Jazz Improvisation

(1.5 Units) (Prerequisite: Basic instrumental technique and a willingness to take risks. Three-fifths lecture and three laboratory hours weekly.)

An introduction to improvisation for instrumentalists and vocalists who wish to develop their ability to perform jazz solos. Students will learn contemporary harmonic theory, including scales, modes, extended and altered chords and will apply this knowledge to the craft of improvisation. Classroom experience will include playing with a rhythm section and the transcription of representative jazz solos. May be taken four times for credit. (CSU/UC)

MUS 116: Desktop Musician I

(3.0 Units) (No prerequisite. Two lecture and three laboratory hours weekly.)

Basic concepts of acoustics, techniques of electronic music synthesis, digital audio, and MIDI. Emphasis on performance/application of these techniques to portable synthesizers and computers. Course includes fundamentals of acoustics, multichannel

recording, and editing techniques. Introduction to MIDI digital audio and its computer usage. Supervised "hands-on" practice sessions in addition to required individual lab time. (CSU/UC)

MUS 117: Desktop Musician II

(3.0 Units) (Prerequisite: Music 116. Two lecture and three laboratory hours weekly.)

Detailed study of digital recording via MIDI with emphasis on editing, looping, generating sequences, shifting, and quantizing. Continued study of acoustics as related to recording and synthesizer programming included. Performance/application is a requirement. Introduction to composer software. (CSU)

MUS 119: Media Music Composition

(3.0 Units) (Prerequisite: Music 111. Three lecture hours weekly.)

This course includes composing and arranging music for use in media (films, videos, commercials). Four composing projects will include woodwinds, brass, strings, and percussion. All compositions will be played and recorded. May be taken twice for credit. (CSU)

MUS 121: Ear Training I

(2.0 Units) (Prerequisite: Music 106. One lecture and three laboratory hours weekly.)

The ear training component of the music major package. Instruction includes rhythmic and melodic sight reading; rhythmic, melodic, and harmonic aural perception. Both Music 121 and 122 may be taken twice for credit. (CSU/UC)

MUS 122: Ear Training II

(2.0 Units) (Prerequisite: Music 121. One lecture and three laboratory hours weekly.)

The ear training component of the music major package. Instruction includes rhythmic and melodic sight reading; rhythmic, melodic, and harmonic aural perception. Both Music 121 and 122 may be taken twice for credit. (CSU/UC)

MUS 139: Selected Topics

(0.5 - 6.0 Units)

MUS 161: Youth Orchestra

(1.0 Unit) (No prerequisite. Three laboratory hours weekly.)

This orchestra is suited to the needs of the young performer, primarily at the high school level. It includes rehearsal and performance of standard orchestra literature from the Baroque, Classical, Romantic, and Contemporary periods. May be taken four times for credit. (CSU)

MUS 162: Band

(1.0 Unit) (Prerequisite: Music 176. Three laboratory hours weekly.)

A daytime instrumental music group for people with some skills with traditional band instruments. Players with limited skills as well as those with considerable experience are accepted. This course satisfies the major performing ensemble requirement for music majors and minors. Participation in public performance is required. May be taken four times for credit. (CSU/UC)

MUS 163: College Chorus

(1.0 Unit) (No prerequisite. Three laboratory hours weekly.)

A chorus of mixed voices for the general college student. The rehearsal and performance of choral music of a moderate degree of difficulty. Techniques of choral singing are emphasized. Participation in public performances is required. May be taken four times for credit. (CSU/UC)

MUS 165: Piano Ensemble

(2.0 Units) (Prerequisite: Standardized audition. Six laboratory hours weekly.)

The study, rehearsal, and performance of music for piano ensemble (one piano/four hands, two pianos/four hands, etc). Music majors who are pianists may satisfy two semesters of the major performing ensemble requirement with this course. May be taken four times for credit. (CSU/UC)

MUS 166: Piano Repertoire and Interpretation

(2.0 Units) (Prerequisite: Music 272 and standardized audition. Six laboratory hours weekly.)

A chronological survey of piano literature, stressing stylistic features. Students will perform in class and at a final recital. Music majors who are pianists may satisfy two semesters of the major performing ensemble requirement with this course. May be taken four times for credit. (CSU/UC)

MUS 167: Community Symphony Orchestra

(1.0 Unit) (Prerequisite: Standardized audition. Three laboratory hours weekly.)

The study, rehearsal, and performance of music composed for chamber orchestra and full symphony orchestra from Baroque, Classical, Romantic, and contemporary periods. Participation in public performances is required. May be taken four times for credit. (CSU/UC)

MUS 168: Community Symphonic Band

(1.0 Unit) (Prerequisite: Standardized audition. Three laboratory hours weekly.)

An advanced ensemble for wind and percussion players meeting in the evening. The study, rehearsal, and performance of band literature. Participation in public performances is required. May be taken four times for credit. (CSU/UC)

MUS 169: Community Chorus

(1.0 Unit) (Prerequisite: Standardized audition. Three laboratory hours weekly.)

A chorus of mixed voices for the College and the community. The study, rehearsal, and performance of masterpieces of choral literature, usually with orchestral accompaniment. Techniques of choral singing are emphasized. Participation in public performances is required. May be taken four times for credit. (CSU/UC)

MUS 171: Piano I

(2.0 Units) (Prerequisite: Music 106. Six laboratory hours weekly.)

Designed to help students develop mental and physical habits that lead to keyboard competence. Develops musicianship and sense of musical style and provides foundation for materials being studied in other components of the music program. May be taken twice for credit. (CSU/UC)

MUS 172: Piano II

(2.0 Units) (Prerequisite: Music 171. Six laboratory hours weekly.)

Designed to help students develop mental and physical habits that lead to keyboard competence. Develops musicianship and sense of musical style and provides foundation for materials being studied in other components of the music program. May be taken twice for credit. (CSU/UC)

MUS 173: Beginning Band

(1.0 Unit) (No prerequisite. Three laboratory hours weekly.)

A beginning study of a woodwind, brass, or percussion instrument. This course is designed for students who wish to learn a band or orchestral instrument other than a string instrument. It is strongly recommended for those planning to teach in the public schools and for those who plan to arrange or compose music. May be taken four times for credit, provided a different instrument is studied each semester. (CSU/UC)

MUS 174: Class Instrument Instruction: Brass

(1.0 Unit) (Prerequisite: Ability to read simple music. Advisory: Music 106. One-half lecture and one and one-half laboratory hours weekly.)

Beginning study of brass designed to introduce students to standard brass instruments as partial preparation for teaching in the public schools and for those who desire to learn a second instrument. Also, this class is appropriate for composers desiring a first-hand knowledge of these instruments. May be taken four times for credit, provided a different instrument is studied each semester. (CSU/UC)

MUS 175: Class Instrument Instruction: Percussion Technique

(1.0 Unit) (Prerequisite: Ability to read simple music. Advisory: Music 106. One-half lecture and one and one-half laboratory hours weekly.)

Beginning study of percussion designed to introduce students to standard percussion instruments as partial preparation for teaching in the public schools and for those who desire to learn a second instrument. Also, this class is appropriate for composers desiring a firsthand knowledge of these instruments. May be taken twice for credit. (CSU/UC)

MUS 176: Intermediate Band

(1.0 Unit) (Prerequisite: Music 173 or 174 or 175. Three laboratory hours weekly.)

A band of woodwinds, brass, and percussion to meet the requirements of players not yet advanced enough for concert

band, but more advanced than the beginning classes. This course will prepare players for concert band. Ensemble techniques will be taught. May be taken four times for credit. (CSU/UC)

MUS 177: Jazz Ensemble

(1.0 Unit) (Prerequisite: Standardized audition. Corequisite: Concurrent enrollment in major performing ensemble most appropriate to the individual's performance medium. Three laboratory hours weekly.)

This course is for instrumentalists who desire both ensemble and solo training in the jazz idiom. Various styles of jazz and instrumental techniques are emphasized. Participation in public performances is required. May be taken four times for credit. (CSU/UC)

MUS 178: Class Instrument Instruction: Strings

(1.0 Unit) (Prerequisite: Ability to read simple music. Advisory: Music 106. Three laboratory hours weekly.)

Beginning study of string instruments. May be taken four times for credit, provided a different instrument is studied each semester. (CSU/UC)

MUS 179: Intermediate Orchestra

(1.0 Unit) (Prerequisite: Music 178. Three laboratory hours weekly.)

An orchestra primarily of string instruments designed to: (1) meet the requirements of players not yet ready for community orchestra, but more advanced than beginning strings, and (2) to prepare players for community symphony orchestra. Individual and ensemble techniques will be taught. May be taken four times for credit. (CSU/UC)

MUS 180: Chamber Music Ensemble

(2.0 Units) (Prerequisite: Standardized audition. One and three-fifths lecture and two laboratory hours weekly.)

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

MUS 180A: Chamber Music Ensemble I

(1.0 Unit) (Prerequisite: Standardized audition. Corequisite: Major performing ensemble most appropriate to the individual's performing medium. Three laboratory hours weekly.)

The study, rehearsal, and performance of repertoire for small instrumental ensembles (may include voice). Choice of literature. Combinations of Music 180A and 180B may be taken a total of four times for credit. (CSU/UC)

MUS 180B: Chamber Music Ensemble II

(2.0 Units) (Prerequisite: Standardized audition. Corequisite: Major performing ensemble most appropriate to the individual's performing medium. Six laboratory hours weekly.)

The study, rehearsal, and performance of repertoire for small instrumental ensembles (may include voice). Choice of literature. Combinations of Music 180A and 180B may be taken a total of four times for credit. (CSU/UC)

MUS 181: Voice I

(2.0 Units) (Prerequisite: Music 106 and standardized audition. Six laboratory hours weekly.)

Elementary class instruction in the fundamentals of singing, principles of tone production, and voice development. May be taken twice for credit. (CSU/UC)

MUS 182: Voice II

(2.0 Units) (Prerequisite: Music 181. Six laboratory hours weekly.)

Elementary class instruction in the fundamentals of singing, principles of tone production, and voice development. May be taken twice for credit. (CSU/UC)

MUS 183: Chamber Singers

(2.0 Units) (Prerequisite: Standardized audition. Corequisite: Music 163. Six laboratory hours weekly.)

A small select choir of mixed voices performing music written for small choral ensembles. Participation in public performances is required. May be taken four times for credit. (CSU/UC)

MUS 186A: World Music Workshop: Taiko Drumming Techniques and Rhythms

(0.5 Unit) (No prerequisite. Each module is approximately thirteen hours per semester.)

This course provides the student the opportunity to focus on one aspect of world music--Taiko drumming--in an introductory short course, lecture/lab experience. Students will not only examine historical underpinnings of the topic but will have the opportunity to physically experience drumming using specific techniques and rhythms. May be taken four times for credit. (CSU/UC)

MUS 186B: World Music Workshop: African Drumming Techniques and Rhythms

(0.5 Unit) (No prerequisite. Each module is approximately thirteen hours per semester.)

This course provides the student the opportunity to focus on one aspect of world music--African drumming--in an introductory short course, lecture/lab experience. Students will not only examine historical underpinnings of the topic but will have the opportunity to physically experience drumming using specific techniques and rhythms. May be taken four times for credit. (CSU/UC)

MUS 186C: World Music Workshop: Latin Drumming Techniques and Rhythms

(0.5 Unit) (No prerequisite. Each module is approximately thirteen hours per semester.)

This course provides the student the opportunity to focus on one aspect of world music--Latin drumming-- in an intro-

ductory short course, lecture/lab experience. Students will not only examine historical underpinnings of the topic but will have the opportunity to physically experience drumming using specific techniques and rhythms. May be taken four times for credit. (CSU/UC)

MUS 187: Chamber Orchestra

(1.0 Unit) (Prerequisite: Music 179. Three laboratory hours weekly.)

An orchestra primarily of stringed instruments designed to meet the requirements of players not yet ready for Community Symphony Orchestra, but more advanced than Beginning Strings and Intermediate Orchestra. To prepare players for Community Symphony Orchestra, individual and ensemble techniques will be taught. May be taken four times for credit. (CSU/UC)

MUS 191: Musical Production: Orchestra

(1-3 Units) (Prerequisite: Standardized audition. Instructor will decide number of units to be given, with fifty hours of rehearsal and performance required for each unit.)

Rehearsal and performance of orchestral accompaniment to staged musical productions. Participation in public performances is required and is the final exam for this course. May be taken four times for credit. (CSU/UC)

MUS 193: Musical Production: Cast

(1-3 Units) (Prerequisite: Standardized audition. Instructor will decide the number of units to be given, with fifty hours of rehearsal and performance required for each unit.)

Rehearsal and performance of all vocal music aspects of staged musical production. Participation in public performances is required and is the final exam for this course. May be taken four times for credit. (CSU/UC)

MUS 194: Applied Music

(1-2 Units) (Prerequisite: Instrumental or vocal ability. Corequisite: Enrollment in any of the following performance ensembles: Music 163, 167, 168, 169, 177, 179, or 191. Advisory: Private instruction is strongly advised but not required. For one unit, three laboratory hours weekly; for two units, six laboratory hours weekly.)

Credit for supervised practice room use. In addition, attendance at four noon recitals is required. All hours are verified by sign-up procedure. May be taken four times for credit. (CSU)

MUS 211: Theory III

(4.0 Units) (Prerequisites: Music 112 and 122. Corequisite: Major performing ensemble. Three lecture and three laboratory hours weekly.)

Chromatic harmony is introduced through secondary dominants, diminished sevenths and other secondary seventh chords, modal borrowing, etc. Analysis and composition are included in discussion and assignments. Some keyboard applications. (CSU/UC)

MUS 212: Theory IV

(4.0 Units) (Prerequisites: Music 211 and 221, unless previously completed major performance ensemble. Three lecture and three laboratory hours weekly.)

Additional chromatic harmonies, including Neapolitan sixths, augmented sixth chords, and expanded tertial harmonies, are examined, followed by an overview of impressionism and twentieth-century harmony. Analysis and composition are included in discussion and assignments. Some keyboard applications. (CSU/UC)

MUS 214: Music Composition Seminar

(3.0 Units) (Prerequisite: Music 212 or concurrent enrollment in Music 211. Three lecture hours weekly.)

Individualized instruction in art music composition. Students will work at their own pace on assignments of their choice. The class will meet as a group to listen to compositions by students as well as other composers. Students are expected to complete several small or one large composition during the semester. May be taken four times for credit. (CSU/UC)

MUS 221: Ear Training III

(2.0 Units) (Prerequisite: Music 122. One lecture and three laboratory hours weekly.)

A continuation of Music 121 and Music 122. May be taken twice for credit. (CSU/UC)

MUS 222: Ear Training IV

(2.0 Units) (Prerequisite: Music 221. One lecture and three laboratory hours weekly.)

A continuation of Music 121 and Music 122. May be taken four times for credit. (CSU/UC)

MUS 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment Music 112, 122, and 172 with at least a B minus grade average in all music major courses. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.)

A course designed to give the student the opportunity to conduct a special project in music. The student plans and executes an individual project under the direction of a member of the department. The project must be completed within the semester. The final grade is determined by regular conferences with the instructor during the semester and the evaluation of the completed project. Projects may be in the areas of performance, composition, orchestration, history and literature, conducting, or musical theatre. May be taken four times for credit. (CSU/UC w/ limit)

MUS 261A: Small Ensemble Techniques

(1.0 Unit) (Prerequisite: Standardized audition. Three laboratory hours weekly for one unit.)

This class focuses on improving the skills of the musician in an ensemble. Recommended for students who already have had chamber ensemble experience. May be taken for a total of four units. (CSU/UC)

MUS 261B: Small Ensemble Techniques

(2.0 Units) (Prerequisite: Standardized audition. Six laboratory hours weekly.)

This class focuses on improving the skills of the musician in an ensemble. Recommended for students who already have had chamber ensemble experience. May be taken for a total of four units. (CSU/UC)

MUS 262A: Large Ensemble Techniques

(1.0 Unit) (Prerequisite: Standardized audition. Three laboratory hours weekly.)

This class focuses on improving the skills of a musician in a large ensemble. Recommended for students who already have large ensemble experience. May be taken for a total of four units. (CSU/UC)

MUS 262B: Large Ensemble Techniques

(2.0 Units) (Prerequisite: Standardized audition. Six laboratory hours weekly.)

This class focuses on improving the skills of a musician in a large ensemble. Recommended for students who already have large ensemble experience. May be taken for a total of four units. (CSU/UC)

MUS 271: Piano III

(2.0 Units) (Prerequisite: Music 172. Six laboratory hours weekly.)

A continuation of Music 171 and 172, with more emphasis on the development of a functional knowledge of musical structure, melody, rhythm, harmony, and form. Attention is given to individual levels of achievement. May be taken twice for credit. (CSU/UC)

MUS 272: Piano IV

(2.0 Units) (Prerequisite: Music 271. Six laboratory hours weekly.)

A continuation of Music 171 and 172, with more emphasis on the development of a functional knowledge of musical structure, melody, rhythm, harmony, and form. Attention is given to individual levels of achievement. May be taken four times for credit. (CSU/UC)

MUS 281: Voice III

(2.0 Units) (Prerequisite: Music 182. Six laboratory hours weekly.)

Intermediate class instruction in the fundamentals of singing, principles of tone production, and voice development with emphasis on vocal literature. May be taken twice for credit. (CSU/UC)

MUS 282: Voice IV

(2.0 Units) (Prerequisite: Music 281. Six laboratory hours weekly.)

Intermediate class instruction in the fundamentals of singing, principles of tone production, and voice development with emphasis on vocal literature, particularly in Music 282. May be taken four times for credit. (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.

The Registered Nursing Program is guided and approved by the Board of Registered Nursing and accredited by the National League for Nursing Accrediting Commission. Graduates are prepared to take the National Council Licensure Examination for Registered Nurses.

Career Options

Member of a health care team in Acute Care, Home Care, Long-term Care, Physicians' Offices, Public and Private Facilities, specialty units such as Dialysis, Geriatrics, Operating Room, etc., transfer to Bachelor's Program

Faculty

Carmen Carrouche, Jeannie Langinger, Sara Lefkowitz, Diane Ridley, Joanna Ruddle, Mary Pieper-Warren, Molly Johnson
Rosalind Hartman, Director of Health Sciences

Department Phone: (415) 485-9319

<http://www.marin.edu/nursing>

Transfer

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

Graduates of the Registered Nursing Education Program may transfer to a number of colleges and universities to study for a Bachelor of Science degree in Nursing. Contact the Registered Nursing Education Department for information regarding the following schools:

Sonoma State University
San Francisco State University
Dominican University of California

A.S. in Nursing: Registered (R.N.), Occupational or Transfer

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.

The program offers opportunities for advanced placement for returning, challenge, and transfer students. Please see information in the next section regarding advanced standing.

Please note: In accordance with the California Code of Regulations, Title 16, Section 1426, all nursing students must comply with the requirements of the "California Board of Registered Nursing – Content Required for Licensure" in effect when the student is accepted into the College of Marin Registered Nursing Program. Current requirements are found under prerequisites and degree requirements located in this section of the catalog.

It is very important to make an appointment with a College of Marin counselor to review and clarify the current nursing program requirements for graduation and licensure. Students must fulfill the most current content for licensure requirements to qualify for the Registered Nursing Licensure Examination (NCLEX-RN).

Graduation Requirements for Students with a prior Bachelor's Degree

In compliance with SB 139 (October 12, 2007), students applying for an Associate of Science Degree in Nursing who already possess a bachelor's degree or higher degree from a regionally accredited institution of higher education in the United States may be awarded an associate degree upon completion of all of the coursework necessary for licensing as a registered nurse. This includes all of the prerequisites to the program and the degree major requirements for nursing.

Degree Major Requirements

(Program is offered only at the Kentfield Campus.)

Completion of the following:

- (a) Human Anatomy (Biology 120)
- (b) Human Physiology (Biology 224)
- (c) Microbiology (Biology 240)
- (d) Chemistry 110
- (e) English (English 150)
- (f) Nursing Education 135, 138, 140, 210, 212, 214, 216, 220A, 220B, 225, 101, 135L, 140L, 102, 210L, 212L, 214L, 216L, 203, 225L
- (g) Psychology 110; and 112 or 114;
- (h) One course to be selected from: Anthropology 102, 103, 208 or Sociology 110, 140;
- (i) One course to be selected from: Speech 110, 120, or 128.

Registered Nursing Education Program

Enrollment Procedures for First Semester Students

The following information has been prepared to assist you in the planning and enrollment process. Please read and follow the directions carefully. We recommend that all students meet with a college counselor prior to applying to the program to plan their course of study.

I. Program Capacity:

Each year, the Nursing Program receives more requests for enrollment than the Program is able to accommodate. Enrollment in the Registered Nursing Program is limited because of facility constraints, an ongoing shortage of highly qualified nursing faculty, and the need to maintain a safe student/teacher ratio in the clinical setting. In order to maintain the highest quality instructional program possible, the Program can enroll only thirty-six students in the first year of the Nursing Program (which begins each Fall).

The best way to enhance your opportunity for enrollment is to review the enrollment requirements carefully, to ensure that you satisfy all requirements, and to provide timely application materials verifying that you meet all enrollment requirements. The Program is committed to providing equal educational opportunities for all qualified Program applicants.

II. Application Dates:

Students seeking enrollment in the first semester of the Program (i.e., the Fall term) must submit their completed application materials by February 1st. Applications are accepted January 2nd through February 1st. Applications will NOT be accepted for consideration either before January 2nd or after February 1st. It is the applicant's responsibility to provide complete and accurate materials by the closing dates. Applications that are incomplete on the closing dates cannot be considered for review.

A description of what constitutes a complete application package for new students is discussed in Section IV below.

III. Course Prerequisites and Assessment Scores:

In order to be eligible for enrollment in the Program, students must complete course prerequisites and achieve required minimum assessment scores.

- A. Course Prerequisite Completion: No student may enroll in the Program unless he/she has successfully completed certain courses. It is premature for a student to submit an application package if he/she cannot complete all prerequisites BY THE END OF THE FALL SEMESTER prior to submission of the application for admission to the Program the following Fall.
- B. Course Grades: Students must successfully complete all prerequisite courses. This means the student must receive a letter grade of "C" or higher in all prerequisite courses for entry into the Program. Grades of "C minus," "credit/no credit," or "pass/no pass" are not accepted. All Nursing courses required for licensure which have been completed prior to admission must also be successfully completed with a grade of "C" or higher.

- C. Seven Prerequisite Courses: The Program has established seven prerequisite courses, listed below, that **MUST** be taken before a student can begin instruction in the Program. These courses are designed to assure that students accepted into the Program have the necessary skills, concepts, and/or information to pass the Registered Nursing courses and achieve academic success in the Program.
1. Nursing Education 90, Introduction to Nursing Education and Practice.
 2. *Chemistry: One semester of college chemistry (Chemistry 110 or Chemistry 114 or Chemistry 115) or one year high school chemistry are approved as equivalent courses. Must be taken for a letter grade.
 3. *Anatomy: One four- or five- (semester) unit college human anatomy course with laboratory (Biology 120). Must be taken for a letter grade.
 4. *Physiology: One four- or five- (semester) unit college human physiology course (Biology 224), with laboratory. Must be taken for a letter grade.
 5. *Math: Math 101 or Math 101AB or Math 101XY or College of Marin assessment test qualifying for Math 103 (challenge option). Beginning Fall 2009 Math 103 is the college graduation requirement.
 6. *English: English 150. Must be taken for a letter grade.
 7. *Microbiology: One four- or five- (semester) unit college microbiology course (Biology 240), with laboratory. Must be taken for a letter grade.
- * Note: If you are considering transfer of these courses, see Academic Transfer Program information at the front of this catalog.
- Some of these prerequisite courses have their own prerequisites. Please refer to the individual course in this catalog for complete information on prerequisites.
- D. Courses completed at other institutions: It is not necessary to take all the prerequisites at College of Marin. If you took some or all of the prerequisite courses at another college, and you are considering transferring these courses to College of Marin, please see Item 5, "Petition for Substitution for RN Students" under Section IV below. Prerequisite courses taken at institutions other than the College of Marin must be evaluated prior to acceptance into the Nursing Program.
- E. Prerequisite and Corequisite Challenge: If you believe coursework you took at other institutions (or prior workplace experience) is equivalent to what you would learn in a prerequisite course, you can "challenge" a course prerequisite or corequisite. The "challenge" process is a rigorous assessment that requires you to demonstrate that you already have the knowledge or ability to succeed in the course or Program, despite not having taken a particular prerequisite course. Contact the Nursing Department (or visit the Department website: <http://www.marin.edu/departments/nursing>) for RN challenge information. Like prerequisite courses themselves, challenges to prerequisite courses must be successfully completed prior to acceptance into the Nursing Program.
- F. Course Recency: Courses in nursing education that were taken by returning students three or more years prior to a return to a nursing program will not be accepted. Three or more years reflects a significant lapse in time and the student must repeat all such courses. Note: There is no recency requirement of the seven prerequisite courses listed above.
- G. Course Planning: Because clinical placements require day and evening scheduling, it is strongly recommended that all course requirements for RN licensure and AS degree requirements be taken prior to entry into the Nursing Program. Once a student starts the Nursing Program, it may be difficult to schedule other courses that are needed for RN licensure or the AS degree.
- H. Course Advisories: In addition to completing required prerequisite courses, the Nursing Program strongly recommends that prospective students take two additional courses that will help them prepare for Nursing Instruction. These "advisory" courses are:
1. NE 95: Effective Strategies for Success in the Registered Nursing Program
 2. CIS 101: Introduction to Personal Computers and Operating Systems
- I. Assessment Scores:
1. Students who have successfully completed all course prerequisites must also achieve an assessment score of at least 72% to be admitted to the Program. The assessment score is determined by a formula which takes into account: (a) overall college GPA in the last five years, (b) the grade received in English 120 or 150, (c) the GPA in core biology courses (Anatomy, Physiology, and Microbiology prerequisites), and (d) course repetition in core biology courses. Course repetition is often necessary when a student received a substandard grade of "C minus," "D," "F," "FW," "no credit," or "no pass," or withdrew from a course with a "W" without completing it. This formula generates a score which is used to determine eligibility. Students will be required to have a score of at least 72%.
- In determining the overall college GPA, a letter grade of "C" will be assigned to any course with a grade of "Credit" or "Pass" for calculating that composite score.
2. Applicants who have satisfactorily completed all course prerequisites and received an assessment score of at least 72% (as described above) will then also be required to successfully complete the Test of Essential Skills (TEAS) prior to entry into the Program. Those applicants who do not meet the composite cutoff score of 67 on the TEAS will have one year to remediate and demonstrate readiness before retesting. Demonstration of readiness to enter the Program includes both successful completion of the remediation plan and suc-

cessful retaking of the TEAS. Any student not meeting the remediation requirements within one year will be required to restart the application process as a new student. See Assessment Readiness Test Guidelines, available from the Nursing Department (or visit the Department website: <http://www.marin.edu/departments/nursing>.)

- 2.a. If a student presents with multiple test scores in one year only the first score will be accepted unless the student presents evidence of acceptable remediation.

- J. Random selection: In the event that there are more eligible candidates than openings, actual enrollment will be based on a computerized random selection method. Each applicant will receive a number for the current application period.

IV. Requirements for a Complete Application:

All the forms referred to below can be obtained on the College of Marin Registered Nursing Program website: <http://www.marin.edu/nursing>.

It is the applicant's responsibility to provide complete and accurate application materials. The College has no responsibility to notify applicants of items missing from their application packages. All materials submitted as part of the application process are the property of College of Marin and will not be returned to applicants.

Application forms and supportive documents will be kept on file for one year following the selection process unless the student has agreed to complete the TEAS remediation. Materials on file past this time period will be destroyed. Applicants who were not accepted may reactivate their file with a new application form. A new application form with all necessary supportive documents must be submitted for each re-application to the Program.

Submit the following in a sealed envelope to:

Admission and Records

College of Marin

835 College Avenue

Kentfield, CA 94904-2590

1. College of Marin Registered Nursing Program Application (Typed or printed in ink). Be sure to document your required health care experience on this form. The form allows students to list all prerequisites completed at College of Marin.
2. Completed Health Clearance Form upon enrollment in the program. Due date will be announced in acceptance letter.
3. College of Marin Courses Required for RN Licensure/Graduation evaluation form. These courses include the prerequisite courses for Program enrollment as well as Speech 110, or 120, or 128, Psychology 110 and either 112 or 114, and three semester units from any of the following: Anthropology 102, 103, 208 or Sociology 110 or 140, and college graduation requirements.
4. Challenge Examination forms. (if a student has not completed prerequisite courses and plans to pursue the challenge option). The applicant must request that these scores be forwarded to the Registered Nursing Program.

5. Petition for Substitution of Prerequisite Courses for College of Marin Registered Nursing Program. If prerequisite courses were taken at other colleges, College of Marin must first determine for itself whether those courses are suitable substitutes for the College of Marin prerequisite courses. This process requires the student to petition the College to accept courses taken elsewhere as satisfying College of Marin prerequisites. Additional time is needed for the College to make these assessments. Therefore, students hoping to substitute courses taken at other colleges for College of Marin prerequisite courses must plan for additional time to allow the College to assess their applications.

Petitions for Substitution must be submitted before applying to the Nursing Program. It is the student's responsibility to request official transcripts and course descriptions for the year the course was completed and attach catalog course descriptions to the Petition. Official transcripts must be mailed directly from the issuing college to College of Marin, Counseling Department, Kentfield, CA 94904 between September 1 and October 31 for admission the following fall. Those who submit the Petition for Substitution after October 31 are not guaranteed a decision in time for the RN application date. The Petition for Substitution will then be submitted and reviewed by Admissions and Records (Academic Standards Committee). The original approved/denied copy will be kept in the student file in the Counseling Office and a copy of the petition will be sent to the student.

Students who successfully petition for substitution must attach a copy of the approval of their petition to their Application for the Nursing Program.

6. Official Transcripts. The applicant is responsible for insuring that high schools and/or colleges that can verify successful completion of requirements or of requirements in progress mail official transcripts directly to the Nursing Department. The Nursing Department cannot accept transcripts that applicants submit directly. If the applicant is submitting the petition for evaluation as part of the application process, two sets of college transcripts must be submitted to the Nursing Department. Transcripts for courses taken at the College of Marin are not required.
7. Self-addressed stamped envelope. Include a self-addressed stamped envelope with your application.
8. Returning Students/Transfer Students/Students Previously Enrolled in Other Nursing Programs: Please provide a letter of reference from a nursing faculty member or the nursing program director if you are a student who was previously failing during the clinical phase of the curriculum. The letter must address whether the student posed a threat to the health and safety of patients in the clinical setting.
9. Criminal Background Clearance. Prospective Program students must provide a criminal record clearance prior to enrollment in the Program. Prospective students must sign and submit a release form and pay a fee of \$50 to the Background Check Company. Students must have a social security number to complete the clearance.

(A) Notice Concerning Eligibility for the Nursing Program

Background checks are commonly completed on health care personnel, including students and volunteers. Current and prospective nursing students must at all times meet applicable hospital security standards for placement in mandatory clinical rotations at selected hospitals. Every student offered space in the program will be required to submit to a background screening prior to beginning clinical rotations as part of their clinical requirements for admission. A history of felony and misdemeanor conviction(s) or any bar, exclusion or other ineligibility for federal program participation could render a student ineligible for clinical placement, as determined by the clinical agencies.

If a student cannot obtain background clearance from the clinical agencies, it will not be possible to place the student in the clinical area, which is a required component of the program. In the event that a student cannot obtain a background clearance, the space will be forfeited.

Students who are found to be ineligible for clinical placement by the clinical agency after admission to the nursing program shall be subject to dismissal from the program, as they will be unable to complete mandatory clinical rotations.

Note that the student is given an opportunity to receive a copy of the screening report. The student has the right to dispute the accuracy of the report.

(B) Notice Concerning Board of Registered Nursing Licensure

Prior to obtaining a license to practice as a Registered Nurse, all graduates must report felony and misdemeanor convictions along with submission of fingerprints. The Board of Registered Nursing may deny licensure based on prior convictions. For a list of convictions substantially related to the practice of nursing, please contact the Nursing Department or the Board of Registered Nursing Web page: www.rn.ca.gov.

If students have any questions about the background screening, nursing program eligibility, or the Board of Registered Nursing requirements, they should contact the Nursing Program Director.

Please note: If you know that you will be unable to pass a background check that discloses prior criminal convictions, you may wish to schedule time with an academic counselor to explore other important and fulfilling programs that do not require a criminal background clearance.

10. Drug Screening: Clinical agencies will be requiring mandatory drug screening. Students will need to meet the agency standards for placement. The estimated cost is \$45.00. The list of drugs tested and the procedure will be posted on the website.

11. Test of Essential Skills (TEAS) test results: Applicants who have taken the TEAS 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.

12. Proof of Remediation: Students who do not score at least 67 on the TEAS may take a retest after remediation. For information on the remediation, please refer to Enrollment Procedures/Assessment Readiness Test for detailed information. Applicants have one year to remediate. Reapplication must include demonstration of successful completion of a remediation plan and successful retaking of the TEAS test with a passing composite score.

Any student not meeting the remediation requirements by the following application period (one year) will be required to restart the application process as a new student.

V. Screening Procedure for Enrollment in the Program:

Each application received is reviewed by a Nursing Department Committee to determine that the basic enrollment prerequisites and requirements have been met. Applications which are not complete by the application due date or which do not verify completion of the listed prerequisites are not eligible for enrollment and will not be considered further. The Committee ensures that:

1. The student completed all prerequisite courses with a "C" or better (grades of "C minus," "no credit," or "no pass" are not accepted) prior to submission of the application for enrollment in the Program. Students who wish to challenge a prerequisite must demonstrate that they have completed the challenge process prior to enrollment. Students who wish to substitute courses not taken at the College of Marin for prerequisite courses must demonstrate that their substituted courses have been approved by the College of Marin.
2. The student submitted all required application materials as described in Section IV above, "Requirements for a Completed Application" to the Office of Admissions and Records by the closing deadline.
3. Students documented evidence of work or volunteer history in a health related environment or field or equivalent.
4. The application materials are complete and timely.
5. The student scored 72% or higher using the composite formula.
6. The student scored at least 67 on the Test of Essential Academic Skills (TEAS). The TEAS test will be administered to applicants who have met all prerequisites and selection criteria and are eligible for selection for the program. Please be patient, it will take time for the Nursing Department to complete this procedure.
7. The student who did not pass the TEAS test submitted evidence of successful remediation and a score of 67 on the retest.
8. Registration priorities are applied.

It is not necessary to contact the Nursing Department regarding your application status. You will be notified by mail or email no later than June 1 concerning your enrollment status and the assigned test dates for the assessment test.

Final enrollment is contingent on achieving a composite score of 67 on the TEAS test. Spaces, should they occur, will be filled by the next qualified applicant until the Fall Semester begins.

Reapplication

All students who were determined eligible (met all eligibility requirements and passed TEAS test) but not selected due to a lack of sufficient openings or inability to meet the TEAS composite score must resubmit the application form and any new supportive documents to be considered for the next year's Program openings.

Readmission

Students who drop out of the Program prior to completion of the first semester must reapply for subsequent admission and are given the same consideration as first time applicants. All applicants are bound by any new admission requirements and should contact a College counselor or the Nursing Department to determine such requirements.

Waiting List

Ten candidates from the application period will become a "wait list" for the following year. The candidates are chosen in rank order from the numbers assigned during the prior application period. The wait list candidates include those who successfully remediate and pass the TEAS test, as well as those who met all qualifications at the time of application. The remaining eligible applicants from the prior year will be included with the current year's applicants (first time applicants) and assigned numbers as described above if the number of eligible applicants exceeds openings.

Enrollment Procedures for Returning, Transfer, or Challenge Students

Definitions:

Returning student: A student who left College of Marin Registered Nursing Education Program in the second, third, or fourth semester after successfully completing the first semester.

Transfer student: A student who successfully completed one or more semesters of nursing education courses in another program.

Challenge student: A student who had prior nursing education (LVN or PT) or other health care education or experience who wishes to enter the Registered Nursing Education Program with advanced standing and receive credit for previous education or prior work experience.

I. Program Capacity:

Each year, the Nursing Program receives more requests for enrollment than the Program is able to accommodate. Enrollment in the Registered Nursing Program is limited because of facility constraints, the ongoing shortage of highly qualified nursing faculty, and the need to maintain a safe student/teacher ratio in

the clinical setting. Enrollment for advanced placement, transfer, and challenge students occurs on the basis of available clinical spaces.

The best way to enhance your opportunity for enrollment is to review the enrollment requirements carefully, to ensure that you satisfy all requirements, and to provide timely application materials verifying that you meet all enrollment requirements. The Program is committed to providing equal educational opportunities for all qualified Program applicants.

II. Application Dates:

Students seeking enrollment in the third semester of the Program (i.e., the Fall term) must submit their completed application materials by February 1st. Applications are accepted January 2nd through February 1st. Applications will NOT be accepted for consideration either before January 2 or after February 1st. Applications for enrollment in the second or fourth semesters are accepted September 1 through October 1 for the spring semester. It is the applicant's responsibility to provide complete and accurate materials by the closing dates. Applications that are incomplete on the closing dates cannot be considered for review.

A description of what constitutes a complete application package for returning, transfer, or challenge students is discussed in section IV below.

III. Course Prerequisites and Assessment Scores:

In order to be eligible for enrollment in the Program, students must complete course prerequisites and achieve required minimum assessment scores.

- A. **Course Prerequisites Completion:** No student may enroll in the Program unless he/she has successfully completed certain courses. It is premature for a student to submit an application package if he/she cannot complete all course prerequisites BY THE END OF THE FALL SEMESTER prior to submission of the application to the Program for the following Fall admission, or BY THE END OF THE SPRING SEMESTER prior to submission of the application to the program for the following spring admission.
- B. **Course Grades:** Students must successfully complete all prerequisite courses. This means the student must receive a letter grade of "C" or higher in all prerequisite courses for entry into the Program. Grades of "C minus," "credit/no credit," or "pass/no pass" are not accepted. All Nursing courses required for licensure which have been completed prior to admission must also be successfully completed with a grade of "C" or higher.
- C. **Seven Prerequisite Courses:** The Program has established seven prerequisite courses, listed below, that MUST be taken before a student can begin instruction in the Program. These courses are designed to assure that students who are accepted into the Program have the necessary skills, concepts, and/or information to pass the Registered Nursing courses and achieve academic success in the Program.
 1. Nursing Education 90, Introduction to Nursing Education and Practice.

2. *Chemistry: One semester of college chemistry (Chemistry 110 or Chemistry 114 or Chemistry 115) or one year high school chemistry are approved as equivalent courses. Must be taken for a letter grade.
 3. *Anatomy: One four- or five- (semester) unit college human anatomy course with laboratory (Biology 120). Must be taken for a letter grade.
 4. *Physiology: One four- or five- (semester) unit college human physiology course (Biology 224), with laboratory. Must be taken for a letter grade.
 5. *Math: Math 101 or Math 101AB or Math 101XY or College of Marin assessment test qualifying for Math 103 (challenge option). Effective Fall 2009 Math 103 is the college graduation requirement.
 6. *English: English 150. Must be taken for a letter grade.
 7. *Microbiology: One four- or five- (semester) unit college microbiology course (Biology 240), with laboratory. Must be taken for a letter grade.

* Note: If you are considering transfer of these courses, see Academic Transfer Program information in the front of this catalog.

Some of these prerequisite courses have their own prerequisites. Please refer to the individual course in this catalog for complete information on prerequisites.

Thirty-Unit Option LVN prerequisites include physiology and microbiology.
- D. Courses completed at other institutions: It is not necessary to take all the prerequisites at College of Marin. If you took some or all of the prerequisite courses at another college and you are considering transferring these courses to College of Marin, please see Item 5, "Petition for Substitution for RN Students" under Section IV above. Prerequisite courses taken at institutions other than College of Marin must be evaluated prior to acceptance into the Nursing Program.
- E. Prerequisite and Corequisite Challenge: If you believe coursework you took at other institutions (or prior workplace experience) is equivalent to what you would learn in a prerequisite course, you can "challenge" a course prerequisite. The "challenge" process is a rigorous assessment that requires you to demonstrate that you already have the knowledge or ability to succeed in the course or Program despite not having taken a particular prerequisite course. Contact the Nursing Department for the RN challenge information. Like prerequisite courses themselves, challenges to prerequisite courses must be successfully completed prior to acceptance into the Nursing Program.
- F. Course Recency: Courses in nursing education that were taken by returning students three or more years prior to a return to a nursing program will not be accepted. Three or more years reflects a significant lapse in time and the student must repeat all such courses. There is no recency requirement for the seven program prerequisites listed above.
- G. Course Planning: Because clinical placements require day and evening scheduling, it is strongly recommended that all course requirements for RN licensure and AS degree requirements be taken prior to entry into the Nursing Program. Once a student starts the Nursing Program, it may be difficult to schedule other courses that are needed for RN licensure or the AS degree.
- H. Course Advisories: In addition to completing required prerequisite courses, the Nursing Program strongly recommends that prospective students take two additional courses that will help them prepare for Nursing instruction. These "advisory" courses are:
1. NE 95: Effective Strategies for Success in the Registered Nursing Program
 2. CIS 101: Introduction to Personal Computers and Operating Systems
- I. Assessment Scores:
1. Students who have successfully completed all course prerequisites must also achieve an assessment score of at least 72% to be admitted to the Program. The assessment score is determined by a formula which takes into account: (a) overall college GPA in the last five years, (b) the grade received in English 150, (c) the GPA in core biology courses (Anatomy, Physiology, and Microbiology prerequisites), and (d) course repetition in core biology courses. Course repetition is often necessary when a student received a substandard grade of "C minus," "D," "F," "FW," "no credit," or "no pass," or withdrew from a course with a "W" without completing it. This formula generates a score which is used to determine eligibility. Students will be required to have a score of at least 72%.

In determining the overall college GPA, a letter grade of "C" will be assigned to any with a grade of "Credit" for calculating that composite score.
 2. Applicants who have satisfactorily completed all course prerequisites and received an assessment score of at least 72% as described above, will then also be required to successfully complete the Test of Essential Skills (TEAS) prior to entry into the Program. Those applicants who do not meet the composite cut off score of 67 on the TEAS will have one year to remediate and demonstrate readiness before retesting. Demonstration of readiness to enter the Program includes both successful completion of the remediation plan and successful re-taking of the TEAS. Any student not meeting the remediation requirements within one year will be required to restart the application process as a new student. See Assessment Readiness Test Guidelines, available from the Nursing Department (or visit the Department website: <http://www.marin.edu/nursing>.)
 - 2.a. If a student presents with multiple test scores in one year only the first score will be accepted unless the student presents evidence of acceptable remediation.

- J. Random selection: In the event that there are more eligible candidates than openings, actual enrollment will be based on a computerized random selection method. Each applicant will receive a number for the current application period.
- K. High School education or equivalent: High school diploma, GED, high school equivalency (waived with a college degree). Please note that Title 16, Section 1412 of the California Code of Regulations states that proof of high school education or the equivalent (high school diploma, GED, high school equivalency, college degree) is required by the person applying for a license as a registered nurse. The nursing department requires this proof for licensure application if you are not pursuing the degree option.
- L. Challenge Degree Option Procedures:
1. LVN Challenge Degree Option Procedures. To receive advanced placement for Nursing Education 135, 135L, 138, 140, 140L, 210, 210L, submit:
 - a. Transcript from state-accredited LVN/LPN Program, showing coursework completed with 72% or above. LVNs who challenged boards must have their portfolio evaluated for the degree option.
 - b. Current California LVN license.
 - c. Evidence of current experience as an LVN within the last three years.
 2. LVN Thirty-unit Option/Nondegree Option. MUST COMPLETE prerequisite #4, Human Physiology, and #5, Microbiology.
 3. Challenge Procedures for Psychiatric Technician. To receive advanced placement for Nursing Education 135, 135L, 138 submit:
 - a. Evidence of current experience within the last three years in a mental health facility, and:
 - b. Current California Psychiatric Technician license, and:
 - c. Transcript showing completion of coursework from Psychiatric Technician Program, with a grade of 72% or above.

IV. Requirements for a Completed Application:

All students please follow Section IV for new students, above. Additional application requirements include the following:

1. License: Submit a copy of a valid California LVN or LPT license, if applicable.
2. Work Experience: Submit proof (a written statement from your employer) of one year of continuous employment in an acute hospital or mental health facility in the last three years as an LPT or LVN.
3. Nondegree Option LVN: Submit #1, #2, #3, #4, #5, #6, #7, #8, and #9, listed in Section IV for new students, above.

V. Screening Procedure for Enrollment in the Program:

Each application received is reviewed by a Nursing Department Committee to determine that the basic enrollment prerequisites

and requirements have been met. Applications which are not complete by the application due date or which do not verify completion of the listed prerequisites are not be eligible for enrollment will not be considered further. The Committee ensures that:

1. The student completed all prerequisite courses with a "C" or better (grades of "C minus," "no credit," or "no pass" are not accepted) prior to submission of the application for enrollment in the Program. Students who wish to challenge a prerequisite must demonstrate that they have completed the challenge process prior to enrollment. Students who wish to substitute courses not taken at the College of Marin for prerequisite courses must demonstrate that their substituted courses have been approved by the College of Marin.
2. The student submitted all required application materials as described in Section IV for new students (above), "Requirements for a Completed Application" to the Office of Admissions and Records by the closing deadline.
3. Students documented evidence of work or volunteer history in a health related environment or field or equivalent.
4. The application materials are complete and timely.
5. The student scored 72% or higher using the composite formula.
6. The student scored at least 67 on the Test of Essential Academic Skills (TEAS). The TEAS test will be administered to applicants who have met all prerequisites and selection criteria and are eligible for selection for the program. Please be patient, it will take time for the Nursing Department to complete this procedure.
7. The student who did not pass the TEAS test submitted evidence of successful remediation and a score of 67 on the retest.
8. Registration priorities are applied.

Vacancies which occur in the RN Program in the second, third, or fourth semester, are filled according to the following priority:

1. Returning students who left the College of Marin Nursing Program in good standing.
2. Successful challenge students (LVN or LPT).
3. Transfer students or other returning students.
4. LVN 30-unit option student.

It is not necessary to contact the Nursing Department regarding your application status. You will be notified by mail or email no later than June 1 or January 2 concerning your enrollment status and the assigned test dates for the assessment test.

Final enrollment is contingent on achieving a composite score of 67 on the TEAS test. Spaces, should they occur, will be filled by the next qualified applicant until the Fall Semester begins.

Reapplication

All students who were determined eligible (met all eligibility requirements and passed TEAS test) but not selected due to a lack of sufficient openings or inability to meet the TEAS compos-

ite score must resubmit the application form and any new supportive documents to be considered for the next year's Program openings.

Readmission

Students who drop out of the Program prior to completion of the first semester must reapply for subsequent admission and are given the same consideration as first time applicants. All applicants are bound by any new admission requirements and should contact a College counselor or the Nursing Department to determine such requirements.

Degree Requirements

Board of Registered Nursing Content Required for Licensure
Suggested Sequence of Courses for Students

Requirements	Units
--------------	-------

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	2½
NE	138	Introduction to Pharmacology and Medication Administration for Nurses	1
PSY	110	Introduction to Psychology	3
		Communication Skills Requirement	3
(See Note 3a and b following)			

Freshman Year — Second Semester

NE	102	Nursing Skills Laboratory	½
NE	140	Nursing II: Medical-Surgical Nursing	3
NE	140L	Nursing II: Medical-Surgical Clinical Laboratory	2½
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	½
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	2½
NE	220B	Pharmacology in Nursing	1
		Behavioral and/or Social Sciences Requirement	3
(See note 3b following)			

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	2½
NE	225	Nursing Leadership and Management	2
NE	225L	Clinical Transitions: Clinical Laboratory Communication Skills	2½
			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

Notes:

1. Only those completing all of the nursing requirements of a semester may advance to the following semester.
 2. Equivalent classes will be accepted on a class-by-class evaluation basis. Acceptable classes at the College of Marin are listed in the Counseling Department.
 3. The following list of classes will be accepted to meet communication skills and related behavioral and social science requirements.
 - (a) Communication Skills Requirement: (six units) English 150, for three units, must be completed to fulfill the general education written composition requirement for graduation.
 - The remaining three units may be selected from one of the following courses: Speech 110 or 120 or 128
 - (b) Related Behavioral and Social Sciences Requirement: (nine units) Required: Psychology 110 and 112 or 114, (three units each)
 - The remaining three units may be selected from one of the following courses:
 - Anthropology 102, 103, 208, Sociology 110, 140
 4. Grading in the Registered Nursing Education Program: A final grade of "C" (72%) in any theory course and a credit in the practicum or skills lab courses are required in the nursing major. Students must achieve a grade of 72% or higher in the theory courses and a "Pass" in the clinical courses in order to pass each course.
 5. Dismissal from the Registered Nursing Education Program: A student who receives a grade lower than "C" (72%) in any of the nursing education theory courses or a "No Pass" in practicum or skills lab courses required for the nursing major may not continue in the program. While some courses are not sequential, students who receive a grade lower than "C" in any nursing course may NOT progress to the next rotation in the program. Students who withdraw from or fail a course during or in a rotation must withdraw from all nursing courses as theory, lab, and clinical courses are designed for concurrent enrollment.
- If, at any time, a student's conduct displays potential harm to the well-being of patients, as determined by the nursing faculty, the student will be withdrawn from the nursing major; this includes academic honesty. If, at any time, the physical or emotional health of a student appears such that

he or she cannot withstand the program in nursing, the student will be withdrawn. The amount of time that can be lost in any nursing course, for any reason, will be determined by the instructor teaching the course.

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

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

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

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

First-time examination candidates may apply for an Interim Permit to work in a limited capacity while awaiting the results of their examination. Contact the Registered Nursing Education Program Director or the Board of Registered Nursing Website at: www.rn.ca.gov for further information about Interim Permits.

Advanced Standing, LVN Challenge, LVN Thirty-Unit Option, Psychiatric Technicians and Other Health Care Workers: Licensed vocational nurses (LVN), licensed psychiatric technicians (LPT), and other health care workers may receive credit for previous nursing education and/or work experience through a challenge program or equivalency determination to enter the Registered Nursing Education Program with advanced standing. Upon completion of the requirements for graduation, students will receive an Associate degree and be eligible to sit for the licensing examination. Licensed vocational nurses (LVN) may gain eligibility to sit for the State licensing examination by completing the 30-unit option. The required course sequence for the 30-unit option includes two prerequisite courses (physiology and microbiology), and the following courses: Nursing Education 212, 212L, 214, 214L, 216, 216L, 225 and 225L.

An informational meeting is held each year.

Transfer students, individuals who have had formal nursing education (other Registered Nursing Programs), may also enter the Registered Nursing Education Program with advanced standing. Provision will be made to exempt these students from selected nursing courses and placement will be made based upon individual review of records for equivalent experiences.

Details regarding procedures for enrollment and general information regarding all of the above may be obtained by contacting the Registered Nursing Education Office.

TRANSFER UNITS: In order to apply units completed at another institution toward a degree, students must present official transcripts (with an embossed seal). Transcripts must be in a sealed envelope.

Skills Certificates

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

IV Insertion Skills Certificate: This Skills Certificate is awarded to the RN student upon successful completion of Nursing Education 203 skills lab training classes in IV insertion. The student must demonstrate competency in the knowledge and skill of IV policy and procedure in a return demonstration in skills lab and three successful IV insertions on patients in the hospital in Nursing Education 225L.

Nursing Education Courses (NE)

NE 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

NE 090: Introduction to Nursing Education and Practice

(1.0 Unit) (No prerequisite. Two lecture hours weekly for eight weeks.)

This course is required for applicants to the Registered Nursing Program, as well as persons seeking information about nursing education. The role of nursing within the context of the health care delivery system is explored. Vital information about college resources, planning, and admission requirements to the nursing program are included. Professional communication, coping strategies, time management skills, and test taking strategies are outlined. The functions of the Board of Registered Nursing are summarized. Students will learn what reading, writing, speaking, and math competencies are needed in nursing school. Diagnostic tests in reading, writing, verbal and math skills will be given to help students identify and to meet academic factors which will promote successful completion of the nursing program.

NE 095: Effective Strategies for Success in the Registered Nursing Program

(1.0 Unit) (No prerequisite. Seventeen and one-half lecture hours for one week.)

This course is designed to introduce the nursing student to the College of Marin Registered Nursing Critical Thinking Model, explore test taking strategies, and identify techniques to navigate the nursing program successfully. Classroom learning exercises and collaborative learning projects are used to apply the information.

NE 100: Introduction to Health Careers

(2.0 Units) (No prerequisite. Can be taken for credit as Dental Assisting 100, Medical Assisting 100, or Nursing Education 100, but credit will be awarded for only one course. Two lecture hours weekly.)

This course is designed for students interested in pursuing a career in a health profession. It provides an overview of the current health care delivery system, the physical, mental, and emotional demands of the workplace and the skills needed by the healthcare worker today and in the future. Students will learn about qualifications and professional preparation needed for various careers and analyze the roles and responsibilities in today's health care environment. This course is designed to help students develop realistic career goals as well as to give an appreciation of how the current health care delivery system is influencing individual health professional roles and responsibilities.

NE 101: Level I Nursing Skills Laboratory

(1.0 Unit) (No prerequisite. Corequisites: Nursing Education 138 and 135. To enroll in this course, students must be enrolled in the COM Registered Nursing Program. Three laboratory hours weekly.)

This course provides opportunities for first-year registered nursing students (Level I) to learn and practice basic assessment and technical skills fundamental to professional nursing across the lifespan in the safety of a simulated clinical environment. Instruction includes presentation of evidence-based practice and scientific rationales for performance of technical skills, skill demonstrations, and the opportunity for guided/supervised student practice. In addition to the achievement of technical skill competency, emphasis is placed on integrating the use of the nursing process, communication and documentation skills, client care management skills, and critical thinking and problem solving skills through the use of clinical simulations and case scenarios. (CSU)

NE 102: Level II Nursing Skills Laboratory

(0.5 Unit) (No prerequisite. Corequisite: Nursing Education 140. To enroll in this course, students must be enrolled in the COM Registered Nursing Program. Two laboratory hours weekly for twelve weeks.)

This course provides opportunities for first-year registered nursing students (Level II) to learn and practice intermediate assessment and technical skills fundamental to professional nursing across the lifespan in the safety of a simulated clinical environment. Instruction includes presentation of evidence-based practice and scientific rationales for performance of technical skills, skill demonstrations, and the opportunity for guided/supervised student practice. In addition to the achievement of technical skill competency, emphasis is placed on integrating the use of the nursing process, communication and documentation skills, client care management skills, and critical thinking and problem solving skills through the use of clinical simulations and case scenarios. (CSU)

NE 103: Open Skills Laboratory

(0.5 Unit) (No prerequisite. Corequisites: Nursing Education 101 and/or 102. To enroll in this course, students must be enrolled in the COM Registered Nursing Program. One and one-half laboratory

hours weekly.)

This course provides opportunities for registered nursing students who are enrolled in one of the required first-year skills labs (Nursing Education 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) (Prerequisite: Admission to LVN to RN Transition. To enroll in this course, students must be enrolled in the COM Registered Nursing Program. Seventeen and one-half lecture hours over three days.)

This course is designed to assist the LVN students to adapt to change and transition as they pursue education to become a registered nurse. Discussion topics will include the role of the registered nurse, change theory, a critical thinking model, nursing care planning, leadership and legal responsibilities, and intravenous therapy management and medication administration. This course is designed to meet the National League of Nursing Accrediting Commission standards. (CSU)

NE 135: Nursing I: Fundamentals of Nursing

(4.0 Units) (Prerequisites: English 150; Biology 120, 224, 240; Chemistry 110; and Nursing Education 90. Corequisite: Nursing Education 138. Advisory: Computer Information Systems 101. To enroll in this course, students must be enrolled in the COM Registered Nursing Program. Four lecture hours weekly.)

This is a foundation course for nursing practice. The course presents concepts related to clients within the context of their environments, including growth and development, culture, and health-illness, and to the health care delivery system and the political, economic, and social factors that affect it. The course introduces caring in nursing, critical thinking in applying the nursing process and managing client care, communication, client education, and legal and ethical practice. Students learn how to perform an age-specific health assessment and basic physical examination, to recognize alterations in these assessments, and to engage in therapeutic interventions that promote and maintain clients' health. Students learn fundamental nursing concepts related to care of immobilized clients, surgical clients, clients with alterations in skin/tissue integrity, and clients with sensory alterations. (CSU)

NE 135L: Nursing I: Fundamentals Clinical Laboratory

(2.5 Units) (No prerequisites. Corequisites: Nursing Education 101 and Nursing Education 135. To enroll in this course, students must be enrolled in the COM Registered Nursing Program. Seven and one-half laboratory hours weekly.)

This course is the clinical laboratory for Nursing Education 135. Students learn to perform an age-specific health assessment and a basic physical examination, to recognize alterations in these assessments, and to engage in activities that promote and maintain clients' health. Students apply the nursing process

to the care of the immobilized client, the surgical client, the client with an alteration in skin/tissue integrity, and the client with a sensory alteration. (CSU)

NE 138: Introduction to Pharmacology and Medication Administration for Nurses

(1.0 Unit) (Prerequisite: Math 101. Corequisite: Nursing Education 135. To enroll in this course, students must be enrolled in the COM Registered Nursing Program. One lecture hour weekly.)

This course focuses on the registered nurse's role in drug therapy. It introduces principles of pharmacology, explores legal, ethical, cultural, psychological and educational aspects of medication administration, and provides a framework based on the nursing process for the safe preparation and administration of medications to all age groups. The course focuses on principles for the safe preparation and administration of medications by the following routes: enteral (e.g., oral and via gastric tubes), topical (including skin and mucous membranes, e.g., eye, ear, buccal, sublingual, vaginal, rectal), inhalation, and parenteral (e.g., intradermal, subcutaneous, intramuscular, intra-venous). Drug dosage calculation is emphasized. (CSU)

NE 139: Selected Topics

(0.5 - 6.0 Units)

NE 140: Nursing II: Medical-Surgical Nursing

(3.0 Units) (Prerequisites: Nursing Education 135 and 138. To enroll in this course, students must be enrolled in the COM Registered Nursing Program. Six lecture hours weekly for eight weeks.)

This course builds on nursing concepts presented in Nursing I and prepares students to apply the nursing process to pediatric and adult clients with non-critical/moderately complex medical-surgical conditions. The selected medical-surgical conditions involve alterations in fluid/electrolytes and acid/base balance, oxygenation, nutrition, elimination, and endocrine regulation. Included are concepts of pathophysiology, medical/surgical management, and collaborative care. There is an emphasis on the nurse's role in preventing health problems, reducing complications, and maintaining physiological and psychological integrity. (CSU)

NE 140L: Nursing II: Medical-Surgical Clinical Laboratory

(2.5 Units) (No prerequisites. Corequisites: Nursing Education 102 and 140. To enroll in this course, students must be enrolled in the COM Registered Nursing Program. Fifteen laboratory hours weekly for eight weeks.)

This course is the clinical laboratory for Nursing Education 140. Students apply the nursing process to the care of pediatric and adult clients with non-critical/moderately complex medical-surgical conditions, involving alterations in fluid/electrolytes and acid/base balance, oxygenation, nutrition, elimination and endocrine regulation. Students learn to conduct a comprehensive nursing assessment and to intervene to prevent health problems and reduce complications. Students learn to manage care for two

moderately complex clients and to apply risk reduction strategies to protect the client and maintain legal and ethical nursing practice. (CSU)

NE 203: Level III Nursing Skills Laboratory

(0.5 Unit) (No prerequisite. Corequisites: Nursing Education 210, 212, 214, and 216. To enroll in this course, students must be enrolled in the COM Registered Nursing Program. Two laboratory hours weekly for twelve weeks.)

This course provides opportunities for second-year registered nursing students (Level III) to engage in critical thinking and problem solving while learning and practicing advanced assessment and technical skills fundamental to professional nursing across the lifespan in the safety of a simulated clinical environment. Includes instruction to provide and reinforce theory and explain the context of the skill, skill demonstrations, and the opportunity for guided student practice. In addition to the achievement of technical skill competency, emphasis is placed on integrating the use of the nursing process, communication and documentation skills, client care management skills, and critical thinking and problem solving skills through the use of clinical simulations and case scenarios. (CSU)

NE 205: Open Skills Laboratory

(0.5 Unit) (No prerequisite. Corequisite: Nursing Education 203. To enroll in this course, students must be enrolled in the COM Registered Nursing Program. One and one-half laboratory hours weekly.)

This course provides opportunities for registered nursing students who have completed the required first-year skills labs (Nursing Education 101 and 102) to have additional supervised practice performing clinical skills that are required for the profession of registered nursing. Students may enroll in Nursing Education 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) (Prerequisite: Nursing Education 140. Corequisite: Nursing Education 210L. To enroll in this course, students must be enrolled in the COM Registered Nursing Program. Four lecture hours weekly for eight weeks.)

This course presents nursing care for the childbearing family during the prenatal, labor and delivery, postpartum, and neonatal periods. An emphasis is placed on the nurse's role in promotion of wellness and prevention of complications through health education. Students learn to recognize maternal and fetal high-risk conditions during pregnancy, birth, and after delivery that require collaborative care. Nursing management for childbearing women planning a pregnancy, including contraception and abortion, and some common women's health disorders are discussed. Included are concepts related to evidence-based practice, to effective management of resources, and to legal and ethical issues within reproductive health. (CSU)

NE 210L: Nursing Care of the Childbearing Family Clinical Laboratory

(2.0 Units) (No prerequisite. Corequisites: Nursing Education 102 and 210 or 203. To enroll in this course, students must be enrolled in the COM Registered Nursing Program. Twelve laboratory hours weekly for eight weeks.)

This is the clinical laboratory that accompanies the Childbearing Family course. Students apply nursing concepts to the care of the family during the prenatal, labor and delivery, postpartum, neonatal, and women's health periods in hospital and community settings. Students further develop clinical reasoning and technical skills to promote maternal and newborn health and to recognize and prevent complications. Students collaborate with other professionals in health care management, client education, and resolution of legal and ethical issues in reproductive health. (CSU)

NE 212: Nursing in Mental Health and Nursing of the Older Adult

(2.0 Units) (Prerequisite: Nursing Education 140. To enroll in this course, students must be enrolled in the COM Registered Nursing Program. Four lecture hours weekly for eight weeks.)

This course has two components: nursing in mental health, and nursing of the older adult. Nursing in mental health focuses on the application of the nursing process and principles of therapeutic communication to the care of pediatric and adult clients with selected mental disorders. Included are concepts of psychobiology, treatment modalities, collaborative care, and legal and ethical issues within mental health. Nursing of the older adult focuses on nursing interventions for health promotion, the management of common geriatric syndromes, and care of the older adult with multi-system problems. Included are the effects of a large aging population on health care; legal, ethical and public policy issues affecting care of older adults; and end-of-life care for clients across the lifespan and their families. (CSU)

NE 212L: Nursing in Mental Health and Nursing of the Older Adult Clinical Laboratory

(2.0 Units) (Prerequisite: Nursing Education 140. Corequisites: Nursing Education 212 and 102 or 103. To enroll in this course, students must be enrolled in the COM Registered Nursing Program. Twelve laboratory hours weekly for eight weeks.)

This course is the clinical laboratory for Nursing Education 212. Students apply the nursing process to the care of pediatric and adult clients with selected mental disorders and to the care of older adults in acute and community settings. Students collaborate with other health care professionals in health care management, health education, and resolution of legal and ethical issues in mental and geriatric health. Students further develop therapeutic communication techniques and approaches for care of clients and families in crisis, individuals demonstrating challenging behaviors, and clients at end-of-life and their families. (CSU)

NE 214: Nursing III: Advanced Concepts in Mobility, Sensation, and Cognition

(2.0 Units) (Prerequisite: Nursing Education 140. To enroll in this course, students must be enrolled in the COM Registered Nursing Program. Four lecture hours weekly for eight weeks.)

This course builds on concepts presented in Nursing I and Nursing II. The course takes a holistic approach and emphasizes nursing management of clients across the lifespan with acute and chronic diseases involving the neurological, musculoskeletal, sensory and immunological systems. Approaches to nursing and medical management during each phase of the disease process, starting with the onset of symptoms and diagnosis, through acute hospitalization and into post hospitalization care are presented. The student learns to apply the nursing process to the care of clients who are experiencing chronic pain and grief and loss. Students collaborate with the 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) (No prerequisite. Corequisites: Nursing Education 214 and 102 or 203. To enroll in this course, students must be enrolled in the COM Registered Nursing Program. Fifteen laboratory hours weekly for eight weeks.)

This is the clinical laboratory that accompanies the Nursing III: Advanced Concepts in Mobility, Sensation, and Cognition course. Students apply nursing concepts to the care of the client and family who are experiencing acute or chronic neurological, orthopedic or immunological problems in the hospital, community and rehabilitative settings. Students further develop clinical reasoning and technical skills to promote health and to recognize and prevent complications. Students collaborate with other professionals in health care management, client education, and resolution of legal and ethical issues in medical surgical nursing. (CSU)

NE 216: Nursing III: Advanced Concepts in Cardiovascular Oxygenation and Renal Function

(2.0 Units) (Prerequisites: Nursing Education 210, 212, or 214. To enroll in this course, students must be enrolled in the COM Registered Nursing Program. Four lecture hours weekly for eight weeks.)

This course builds on nursing concepts presented in Nursing II and focuses on clients with complex alterations in physiological and psychological integrity and the resulting health consequences. The course presents advanced concepts related to the nursing management and collaborative care of clients across the 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) (No prerequisite. Corequisite: Nursing Education 216; 203 for students enrolled in Nursing Education 216L during fall (third semester of program). Students enrolled in Nursing Education 216L during spring (fourth semester of program) will have completed Nursing Education 203. To enroll in this course, students must be enrolled in the COM Registered Nursing Program. Fifteen laboratory hours weekly for eight weeks.)

This course is the clinical laboratory that accompanies Nursing Education 216. Students apply the nursing process to the care of adult and pediatric clients with select critical and/or complex cardiovascular, respiratory, and renal problems. Students collaborate with other health care professionals in health care management, health education, and resolution of legal and ethical issues of clients across the lifespan. Students 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) (Prerequisite: Nursing Education 138. To enroll in this course, students must be enrolled in the COM Registered Nursing Program. One and one-half lecture hours weekly for twelve weeks.)

The purpose of this course is to provide students with a sound understanding of the pharmacologic properties of drug classes, with special emphasis on the clinical application of drug therapy through the nursing process and clinical case studies. This course focuses on the mechanism of action, indications, dosage, and adverse effects of major drug classes and individual (prototype) drugs. A special emphasis is placed on the nursing responsibilities and the educational needs of persons receiving medication therapy. Classifications of medications covered include: 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) (Prerequisite: Nursing Education 138. To enroll in this course, students must be enrolled in the COM Registered Nursing Program. One and one-half lecture hours weekly for twelve weeks.)

The purpose of this course is to provide students with a sound understanding of the pharmacologic properties of drug classes, with special emphasis on the clinical application of drug therapy through the nursing process and clinical case studies. This course focuses on the mechanism of action, indications, dosage, and adverse effects of major drug classes and individual (prototype)

drugs. Special emphasis is placed on the nursing responsibilities and the educational needs of persons receiving medication therapy. Classifications of medications covered include: cardiac glycosides, calcium channel blockers, ace inhibitors, antidysrhythmics, 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) (Prerequisites: Nursing Education 210, 212, 214, 216. To enroll in this course, students must be enrolled in the COM Registered Nursing Program. Four lecture hours weekly for eight weeks.)

This course provides the theoretical foundation for understanding organizational behavior and developing nursing leadership and management skills in order to assist the student to make the transition from nursing student to graduate Registered Nurse. Knowledge, skills and attitudes are developed to prepare the student to work efficiently and effectively, whether independently or as a member of a team, and provide quality care to individual and groups of patients. Focus is on decision making, prioritization, time and stress management, staffing, delegation, team work, conflict management, and cost containment. Legal, ethical, economic, and sociopolitical issues that 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) (No prerequisite. Corequisite: Nursing Education 225. To enroll in this course, students must be enrolled in the COM Registered Nursing Program. One hundred twenty laboratory hours over eight weeks.)

This course is the clinical laboratory that accompanies Nursing Education 225. The course provides opportunities for students to integrate cumulative nursing knowledge and experience into clinical practice; to organize and manage care for a group of clients; to actively collaborate with clients, families, and health care team members; and to further develop technical skill competencies under the direct supervision of a preceptor and the indirect supervision of a faculty liaison. Particular emphasis is given to the development of leadership/management skills required of a nurse in an entry level position. The course is designed to provide realistic experiences that facilitate the transition from student to graduate nurse. (CSU)

NE 249: Directed Study

(1-3 Units) (Please see Directed Study category. To enroll in this course, students must be enrolled in the COM Registered Nursing Program. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)

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) Note: to enroll in this course, students must be enrolled in the COM Registered Nursing Program.

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) Provider approved by the California Board of Registered Nursing, Provider Number 724 for 8 contact hours.

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 is designed to help the student achieve the academic skills needed to succeed in a Registered Nursing Program. SB 1309 requires that potential Registered Nursing students in the California Community College system demonstrate academic readiness by the achievement of a passing score on the Test of Essential Academic Skills (TEAS). The course will introduce the TEAS test plan, describe content areas and discuss test taking skills. The student will be given an initial practice assessment test. Weekly meetings will focus on a particular content area: Reading Comprehension, Mathematics, Science and Technical Reasoning and English and English Language Skills. The last meeting will include a post assessment test, grading of test, and how to register for the TEAS. Recommendations will be made 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 039: Selected Topics (Nondegree Applicable)**

(0.5 - 6.0 Units)

PHIL 110: Introduction to Philosophy

(3.0 Units) (Prerequisite: English 98. Philosophy 110 is not a prerequisite for Philosophy 111. Three lecture hours weekly.)

This course is an introduction to major thinkers, movements and ideas in the western philosophical tradition. May be taught as a Web based course. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

PHIL 111: Introduction to Ethics

(3.0 Units) (Prerequisite: English 98 or English 120. Philosophy 110 is not a prerequisite for Philosophy 111. Three lecture hours weekly.)

This course introduces students to the major philosophical ethical theories and encourages them to apply these theories to situations in the contemporary culture. Students gain an increased understanding of the role that ethical reasoning plays in the maintenance of culture. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

PHIL 112: Introduction to Logic

(3.0 Units) (Prerequisite: Eligibility for English 150. Three lecture hours weekly.)

The purpose of this course is to introduce students to a discipline which provides the necessary tools for distinguishing correct from incorrect reasoning. The focus of the course is on evaluating arguments. The concept of language use, meaning, definition, inductive and deductive argument, and informal fall-

lacies are explored during the first half of the course. The second half of the course concentrates on using the methods of symbolic logic to evaluate arguments, their validity, invalidity, and soundness. (CSU/UC) AA/AS Area E, CSU Area A-3

PHIL 117: History of Philosophy: Late Modern to Contemporary

(3.0 Units) (Prerequisite: Eligibility for English 120. Three lecture hours weekly.)

This course deals with the history of philosophy from the end of the eighteenth century to the contemporary period. It treats the continental metaphysicians (Kant, the German Idealists, and reactions against them, Marxism and Existentialism), American Pragmatism, Anglo American philosophy, and Deconstruction. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

PHIL 139: Selected Topics

(0.5 - 6.0 Units)

PHIL 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment: One course in the discipline and/or prerequisite(s) determined by the appropriate discipline. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)

PHYSICAL EDUCATION

A career in physical education offers many job possibilities. One may be a director or a counselor or instructor in a program of physical activity at a camp or youth agency. Other possibilities are playground supervisor or coach of a team or officiating at sports events. There are also opportunities for teaching children with special problems such as 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 Educator, Recreation Leader/ Director, Recreation Therapist, Recruiter, Scout, Sports Official, Sports Shop Owner/ Operator, Sportswriter/Announcer, Stunt Performer, Teacher/ Instructor

Faculty

George Adams, Cheryl Rogow, Warren Lager, Jessica Naythons, Kathleen Smyth

Department Phone: (415) 485-9580

Repeatability Policy for Physical Education Courses

All physical education activity courses are coeducational. A physical education course in a given activity may be taken for credit four times only, regardless of the level (beginning, intermediate, advanced).

A.A. in Physical Education and Health

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

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

Skills Certificate in Personal Fitness Training

The Personal Fitness Trainer Skills Certificate constitutes a skill and knowledge set that enables students to either begin as an entry-level Personal Fitness Trainer (PFT) or advance in their already existing PFT careers.

Advised for the Certificate:

PE 116 - Career Opportunities in Wellness and Fitness (3 units)

Requirements

Core 1 (choice of one of the following)

PE /BIO 107	Human Biology	3
PE 143	Basic Athletic Injuries	3

Core 2 (choice of one of the following)

PE/HED 119	Effective Teaching Strategies in Wellness and Fitness	3
PE 120	Introduction to Sport and Exercise Psychology	3

or

PSYCH 130 Introduction to Sport and Exercise Psychology

Core 3 (choice of one of the following)

PE 121	Personal Trainer Certification Course	3
PE 122	Exercise for Adults with Special Needs	3

Core 4 (choice of one of the following)

BIO 100	Nutrition	3
HED 115	Weight Control, Exercise and Nutrition	3

Core 5

PE 215	Advanced First Aid/Emergency Response or equivalent proof of current AED/CPR/ First Aid Certifications	3
--------	---	---

Electives:

BUS 135	Managing Change and Innovation (1.5 units) and One Physical Activity course (1 unit) or Any 2 Physical Activity courses (must be two different courses)	1.5 1 1, 1
---------	---	------------------

Physical Education Courses (PE)

PE 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

PE 070-080: Rehabilitation Fitness

These courses are designed to meet the physical education needs of physically disabled persons. A fitness program is developed for each student based on the recommendation of his/her physician. Emphasis is on the development of physical fitness, body tone and coordination, and on mental, emotional and social attitudes necessary for improving and maintaining healthy, independent, daily living functions. AA/AS Area H

Courses offered are:**PE 070: Adapted Aquatics**

(0.5 Unit) (Prerequisite: Recommendation of student's physician and completed medical form. Thirty-five laboratory hours per semester.)

A class for any student who will benefit from a program of therapeutic aquatic exercise. Students enjoy the positive effects of the aquatic environment in a group exercise program. Swimming skills are not necessary. Includes aqua aerobic activities, cardiovascular training, water walk/jog programs, and lap swimming. This course is repeatable for credit. (CSU/UC) AA/AS Area H

PE 071: Adapted Aerobics

(0.5 Unit) (Prerequisite: Recommendation of student's physician and completed medical form. Thirty-five laboratory hours per semester.)

An aerobics class designed to meet the needs of students with physical disabilities. Students participate in a group exercise class (sitting or standing). Designed to improve cardiovascular endurance, strength, and flexibility. This course is repeatable for credit. (CSU/UC) AA/AS Area H

PE 072: Adapted General Conditioning

(0.5 Unit) (Prerequisite: Recommendation of student's physician and completed medical form. Thirty-five laboratory hours per semester.)

A course designed for students with physical disability. Students will be provided with a personalized fitness program based on individual needs. It will include the use of stationary bicycles, treadmill, weight equipment, and other adapted equipment. This course is repeatable for credit. (CSU/UC) AA/AS Area H

PE 074: Adapted Yoga

(0.5 Unit) (Prerequisite: Recommendation of student's physician and completed medical form. Thirty-five laboratory hours per semester.)

This is a safe yoga, breathing, and relaxation course designed for the physically disabled adult. Instruction includes safe total body stretches, diaphragmatic breathing, and deep relaxation training. Emphasis is on proper alignment, mind/body connection, and techniques to relieve stress and reduce pain. This course is repeatable for credit. (CSU/UC) AA/AS Area H

PE 075: Adapted Tai Chi

(0.5 Unit) (Prerequisite: Recommendation of student's physician and completed medical form. Thirty-five laboratory hours per semester.)

This class will introduce the art of Tai Chi, specifically the Yang Style Short Form and Long Form. Designed for the physically disabled adult, movements will be adapted to the needs of each student, so that all may participate successfully at their appropriate level. This course is repeatable for credit. (CSU/UC) AA/AS Area H

PE 079: Adapted Awareness through Movement

(0.5 Unit) (Prerequisite: Recommendation of student's physician and completed medical form. Thirty-five laboratory hours per semester.)

This class provides group lessons in the Feldenkrais group movement method. The class will focus on learning to move with awareness to improve functioning, balance, coordination, posture and well being. These lessons increase the capacity for easier and more effective movement in everyday activities. This course is repeatable for credit. (CSU/UC) AA/AS Area H

PE 080: Feldenkrais Functional Integration

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

This class provides individual sessions in the Feldenkrais Method of Functional Integration. It is a gentle noninvasive hands-on modality that helps provide the student with new ways of moving, thinking, sensing themselves, and overcoming limitations. This method helps one learn better balance, helps relieve pain, and improves everyday functioning. May be taken four times for credit. (CSU/UC) AA/AS Area H

PE 107: Human Biology

(3.0 Units) (No prerequisite. Can be taken for credit as Physical Education 107 or Biology 107, but credit will be awarded for only one course. Three lecture hours weekly.)

Introduction to the structure, function, and development of the human body. The course will give students the foundational concepts to explore personal and societal issues involving human biology as well as cover anatomy and physiology concepts useful in preparing for careers in wellness-related fields such as personal training, group fitness instruction, and massage therapy. Topics include an introduction to scientific methods of investigation and some elementary chemistry (no previous background necessary) as a basis for understanding human functions such as movement, digestion, circulation, reproduction and other systems. Some diseases and other causes of body malfunction will be discussed. (CSU/UC) AA/AS Area A, CSU Area B-2, IGETC Area 5B

PE 110: Mat Pilates

(1-2 Units) (No prerequisite. Three to six activity hours weekly.)

This course is designed to introduce the student to the beginning Pilates method of body conditioning. Pilates mat work emphasizes core musculature as it applies to everyday movement. The course focuses on developing core strength, posture, breath control, body alignment and flexibility. Benefits include balance, body awareness, relaxation, injury prevention, stress reduction and increased self-confidence. May be taken four times for credit. (CSU/UC)

PE 112: Zumba Fitness

(0.5-2 Units) (No prerequisite. Three or six activity hours weekly.)

Zumba is a fusion of Latin and International music-dance themes creating a dynamic, exciting, effective fitness system. The routines feature aerobic/fitness interval training with a combination of fast and slow rhythms that tone and sculpt the body. Zumba utilizes the principles of fitness interval training and resistance training to maximize caloric output, fat burning, and total body toning. It is a mixture of body sculpting movements with easy to follow dance steps. (CSU)

PE 116: Career Opportunities in Wellness and Fitness

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course is designed to increase awareness of the various career opportunities available in the field of wellness and fitness. Students will learn about the different academic pathways and certifications necessary to become a qualified professional in this field. Emphasis will be placed on formulating a realistic career goal in wellness and fitness. Current wellness and fitness professionals will be interactive guest speakers to aid students in this goal process. (CSU)

PE 117: Basketball

(0.5-2 Units) (No prerequisite. Two, four or six activity hours weekly.)

This course is designed for all students interested in playing basketball. Individual offensive, defensive and team concepts of basketball will be emphasized. (CSU)

PE 118: Sports Nutrition for Health and Performance

(3.0 Units) (No prerequisite. Can be taken as Physical Education 118 or Health Education 118, but credit will be awarded for only one course. Three lecture hours weekly.)

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 will include macro- and micro-nutrients, energy systems, digestion, energy sources and metabolism, efficiency of nutritional ergogenics, dietary supplements, sports nutrition products, hydration, weight management, and sports-specific nutritional needs in order to improve athletic performance. (CSU)

PE 119: Effective Teaching Strategies in Wellness and Fitness

(3.0 Units) (No prerequisite. Advisory: Physical Education 116. Three lecture hours weekly.)

This course is designed to help students become more effective wellness and fitness professionals. Students will develop a toolbox of practical teaching, learning, and evaluation methods to increase their ability to convey their knowledge to others in this field and more successfully impact their future clients, students, or athletes. (CSU)

PE 120: Introduction to Sport and Exercise Psychology

(3.0 Units) (No prerequisite. Can be taken for credit as Physical Education 120 or Psychology 130, but credit will be awarded for only one course. Three lecture hours weekly.)

This course will examine the psychological theories and techniques that are applied to sport, exercise and other achievement-related situations. The course will emphasize the enhancement of performance and personal growth of athletes, coaches, and exercise participants. Students will also learn mental skills that they will be able to transfer from sport and exercise settings to their everyday lives. Can also be offered in a distance learning format. (CSU)

PE 121: Personal Trainer Certification Course

(3.5 Units) (No prerequisite. Advisory: Biology 107 or Physical Education 107. Three lecture and one and one-half laboratory hours weekly.)

This course is designed to prepare students to meet the stringent certification standards set forth by the 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 hands-on application skills, which are necessary for the delivery of safe and effective health and fitness within the general population base, will be emphasized. Optional ACE certification exam will be administered at the completion of the course. (CSU)

PE 122: Exercise for Adults with Special Needs - Instructor Certification Training

(2.5 Units) (No prerequisite. Two lecture and one and one-half laboratory hours weekly.)

This course is designed to train students and certified personal fitness trainers interested in becoming a qualified fitness leader specializing in exercise with the frail elderly and adults with special needs. Special needs include the frail elderly, individuals diagnosed with Parkinson's disease and diabetes, the physically challenged, etc. Upon completion of this class, students have the opportunity to become certified trainers for Exercise Leader for Adults with Special Needs with the Senior Fitness Association for an additional fee of \$35. Current CPR and First Aid are needed for certification. (CSU)

PE 123: Group Fitness Instructor Certification Training

(2.5 Units) (Prerequisite: CPR certification. Advisory: Physical Education 121 or Physical Education 107 or Biology 107. Two lecture and one and one-half laboratory hours weekly.)

This course is designed to deliver a comprehensive and practical group training program, providing the teaching tools and creative routine-building skills necessary to ensure the development of dynamic group exercise classes. Students will be able

to design safe and exciting group classes and choreograph and create their own routines. Current valid CPR certification from an approved provider is required. (CSU)

PE 124: Athletic Coaching Education: Positive Coaching Alliance Certification

(2.0 Units) (No prerequisite. Two lecture hours weekly.)

This course is designed to prepare to meet certification standards set forth by the Positive Coaching Alliance (PCA). Students will build professional and career coaching capabilities, better leadership skills, better functioning teams, and more change-capable organizations. The most up-to-date, research-based strategies, tools and techniques in Positive Coaching will be taught. A deeper, more focused evolution of sportsmanship, termed by PCA as "Honoring the Game," is the foundation on which this course and Double-Goal Coaching is built. Students will learn to become Double-Goal Coaches (TM) that strive to win and, even more importantly, use sports to teach life lessons through Positive Coaching. Can also be offered in a distance learning format. (CSU)

PE 125A: Fitness

(0.5-2 Units) (No prerequisite. Two, three or six activity hours weekly.)

This course will introduce principles and guidelines for developing physical fitness. Students will participate in exercises and activities designed to improve their cardiovascular system and muscular strength. The course will include jogging, hiking, power walking and strength and flexibility routines. Exercise routines may also be performed with cardio machines, free weights, and physio balls. May be taken four times for credit. (CSU/UC) AA/AS Area H

PE 125C: Aerobic Fitness

(0.5-2 Units) (No prerequisite. Two, four or six activity hours weekly.)

This class will combine different aerobic techniques derived from various dances and sports to help the student increase her/his level of cardiovascular fitness, flexibility, muscular strength and muscular endurance. The format of each class will include a warm-up, a flexibility segment, a cardiovascular segment, a strength section, a cool-down, and a final stretching component. May be taken four times for credit. (CSU/UC) AA/AS Area H

PE 125D: Fitness, Intercollegiate Sports

(0.5-2 Units) (No prerequisite. Three or six activity hours weekly.)

This course is designed for the intercollegiate student-athlete who wants to learn specific fitness training regimens needed for her/his particular sport. Sport specific strength training, flexibility, plyometrics, injury prevention, injury rehabilitation, aerobic training, and nutrition will be emphasized. May be taken four times for credit. (CSU/UC) AA/AS Area H

PE 125F: Aquatic Calisthenics

(1-2 Units) (No prerequisite. Three or six activity hours weekly.)

This course is an exercise program performed in the pool, using water resistance to improve fitness. Students will participate in exercises and activities designed to improve their cardiovascular fitness and increase their muscular strength. (CSU/UC)

PE 125H: Fitness, Cross Training

(0.5-2 Units) (No prerequisite. Two, three or six activity hours weekly.)

This course is designed to introduce principles and guidelines for improving fitness through a multi-sport approach. Students will participate in a variety of activities designed to improve their endurance, strength, speed, balance and flexibility. Activities which may be included are jogging, power walking, interval training, swimming, deep water running, weight lifting, calisthenics, stretching, core exercise routines, Pilates and yoga. May be taken four times for credit. (CSU/UC) AA/AS Area H

PE 125K: Fitness, Walking

(0.5-2 Units) (No prerequisite. Two, three or six activity hours weekly.)

This course is designed for students to learn proper walking technique, goal setting and motivation strategies while participating in a walking program for a lifetime of better health. Students will likely develop cardiovascular fitness, reduce stress and lower body fat composition. May be taken four times for credit. (CSU/UC) AA/AS Area H

PE 126: Plyometric Training

(0.5-2 Units) (No prerequisite. Two to six activity hours weekly.)

This course will utilize 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)

PE 129: Golf

(1-2 Units) (No prerequisite. Three or six activity hours weekly.)

This course will focus on skill development and acquiring the knowledge to participate in and enjoy the sport of golf. Demonstration, audio-visual aids, lecture, and active participation will be utilized to achieve improvement and enjoyment of golf. May be taken four times for credit. (CSU)

PE 132: Individual Activities

(1.0 Unit) (No prerequisite. Three activity hours weekly.)

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

PE 139: Selected Topics

(0.5 - 6.0 Units)

PE 143: Basic Athletic Injuries

(3.0 Units) (No prerequisite. Corequisite: Physical Education 107 or Biology 107. Three lecture hours weekly.)

This course is designed to show students the methods of prevention, recognition, evaluation, rehabilitation, reconditioning, taping, and immediate care of athletic injuries to the upper and lower extremities. This course will benefit coaches from all sports, students interested in the athletic training profession, and the physically active individual. Comprehension of anatomy, mechanism-of-injury, and pathology are stressed. (CSU/UC)

PE 146: Triathlon Training

(0.5-2 Units) (No prerequisite. Two, three or six activity hours weekly.)

This course will introduce the skills, equipment, rules and fitness requirements for the sport of triathlon. Students will participate in a variety of activities designed to improve their swimming, running and cycling. Students will prepare to complete a sprint distance triathlon consisting of a 400 meter swim, 20 kilometer bike ride and a 5 kilometer run. May be taken four times for credit. (CSU/UC)

PE 147: Soccer

(0.5-2 Units) (No prerequisite. Two, three or six activity hours weekly.)

This course emphasizes the development of soccer technical skills, knowledge of game rules, indoor and outdoor soccer team tactics, and systems of play. This course teaches and builds on the fundamentals of soccer in order to enhance the future soccer performance of all students. May be taken four times for credit. (CSU)

PE 150: Softball

(1-2 Units) (No prerequisite. Three or six activity hours weekly.)

This course is designed to familiarize the student with the game of softball by introducing the rules, fundamental technical and tactical skills. Focusing on offensive and defensive strategies will emphasize team play. This course is for the student who needs skill development in all areas of softball. May be taken four times for credit. (CSU)

PE 155: Swimming

(0.5-2 Units) (No prerequisite. Three or six activity hours weekly.)

This course will present a variety of strokes and skills necessary to be competent in the aquatic environment. An emphasis will be placed on stroke and endurance development. May be taken four times for credit. (CSU)

PE 156: Instructional Lap Swimming

(0.5-2 Units) (Prerequisite: Knowledge and demonstration of efficient swimming skill. Two, three or six activity hours weekly.)

This course is designed to provide the student with the opportunity to develop and maintain cardiovascular fitness through swimming at all skill levels. Instruction in competitive swim strokes starts and turns, interval, sprint and distance training. Individualized workouts will be available. Information on competing in the U.S. Master's Swim Meets will be available for those interested in the competitive aspects of swimming. May be taken four times for credit. (CSU/UC) AA/AS Area H

PE 160: Tennis

(0.5-2 Units) (No prerequisite. Three or six activity hours weekly.)

This course is designed to familiarize the student with the game of tennis. The course offers the student an experience in learning the skills of tennis emphasizing fundamental skills and strategy for all skill levels. May be taken four times for credit. (CSU)

PE 164: Sports Conditioning

(0.5-2 Units) (No prerequisite. Two, three or six activity hours weekly.)

This course is designed to instruct students in the various forms of conditioning and training techniques used in different sports. Basic to the course are instruction in muscle balance, breath control, aerobic training, anaerobic training, flexibility, nutrition, time management, injury prevention, and strength training. May be taken four times for credit. (CSU/UC) AA/AS Area H

PE 167: Volleyball

(0.5-1 Unit) (No prerequisite. Two or three activity hours weekly.)

This course is designed to instruct in the fundamentals of volleyball including passing, serving, hitting, and setting. This course will focus on promoting team play by emphasizing rules and strategies. May be taken four times for credit. (CSU/UC) AA/AS Area H

PE 169: Weight Training

(0.5-2 Units) (No prerequisite. Two, three or six activity hours weekly.)

This course is designed to introduce the student to the basic principles of fitness using a variety of modalities including weight machines and free weights. The emphasis will be on creating an individual fitness program with a focus on proper technique and injury prevention. May be taken four times for credit. (CSU/UC) AA/AS Area H

PE 173A: Yoga, Beginning

(0.5-2 Units) (No prerequisite. Two, three or six activity hours weekly.)

This introductory yoga class will focus on the physical aspects of yoga. The emphasis will be on proper alignment to maximize the benefits of the practice. Students will develop strength, flexibility, endurance and grace in the poses. May be taken four times for credit. (CSU/UC) AA/AS Area H

Intercollegiate Athletic Program:

An extensive intercollegiate athletic program for both men and women is available. This program includes the following classes; each may be taken four times for credit. (CSU/UC) AA/AS Area H

PE 175: Intercollegiate Athletics Baseball

(2.0 Units) (Prerequisite: Team member. Ten to fifteen activity hours weekly.)

PE 176: Intercollegiate Athletics Basketball (Men and Women)

(2.0 Units) (Prerequisite: Team member. Ten to fifteen activity hours weekly.)

PE 178: Intercollegiate Athletics Football

(2.0 Units) (Prerequisite: Team member. Ten to fifteen activity hours weekly.)

PE 180: Intercollegiate Athletics Soccer (Men and Women)

(2.0 Units) (Prerequisite: Team member. Ten to fifteen activity hours weekly.)

PE 181: Intercollegiate Athletics Softball (Women)

(2.0 Units) (Prerequisite: Team member. Ten to fifteen activity hours weekly.)

PE 182: Intercollegiate Volleyball (Women)

(2.0 Units) (Prerequisite: Team member. Ten to fifteen activity hours weekly.)

PE 183: Intercollegiate Athletics Swimming and Diving (Men and Women)

(2.0 Units) (Prerequisite: Team member. Ten to fifteen activity hours weekly.)

PE 185: Intercollegiate Athletics Track and Field (Men and Women)

(2.0 Units) (Prerequisite: Team member. Ten to fifteen activity hours weekly.)

PE 187: Intercollegiate Athletics Water Polo (Men and Women)

(2.0 Units) (Prerequisite: Team member. Ten to fifteen activity hours weekly.)

PE 190A: Baseball Theory

(2-3 Units) (No prerequisite. One lecture and three laboratory hours weekly for two units; and one lecture and six laboratory hours weekly for three units.)

An intensive course designed to train persons in the development of a baseball program at any level. (CSU/UC)

PE 191A: Soccer Theory

(2-3 Units) (No prerequisite. One lecture and three laboratory hours weekly for two units; and one lecture and six laboratory hours weekly for three units.)

This course is designed for the intermediate/advanced soccer player who is looking to further his or her knowledge of the sport. The primary focus of the class will be the history of the game of soccer, the game's evolution, defensive tactics, offensive tactics, training methods, current trends and rules of the game. The course will also include participation in strength training, speed and agility and various soccer training session themes. (CSU/UC)

PE 192A: Basketball Theory

(2-3 Units) (No prerequisite. One lecture and three laboratory hours weekly for two units; and one lecture and six laboratory hours weekly for three units.)

This course is designed to help each student understand the basic fundamentals of playing and coaching basketball. Individual and team skills development will be stressed. (CSU/UC)

PE 193A: Swimming Theory

(2-3 Units) (No prerequisite. One lecture and three laboratory hours weekly for two units; and one lecture and six laboratory hours weekly for three units.)

An intensive course designed to help each student understand and utilize the fundamentals and theory of training and competing in the sport of swimming. The emphasis of the class is the development of individual technique and skills. (CSU/UC)

PE 195A: Football Theory, Offensive

(2-3 Units) (No prerequisite. One lecture and three laboratory hours weekly for two units; and one lecture and six laboratory hours weekly for three units.)

This course is designed to develop an understanding of offensive football and the kicking game. It will give students the opportunity to learn and practice some of the fundamental skills involved in the game of football. (CSU/UC)

PE 195B: Football Theory, Defensive

(2-3 Units) (No prerequisite. One lecture and three laboratory hours weekly for two units; and one lecture and six laboratory hours weekly for three units.)

This course is designed to develop an understanding of defensive football and the punting game. It will give students the opportunity to learn and practice some of the fundamental skills involved in the game of football. (CSU/UC)

PE 196: Softball Theory

(2-3 Units) (Prerequisite: Team member. One lecture and three to six activity hours weekly.)

An intensive course designed to train students in the development of a softball program at any level. May be taken four times for credit. (CSU)

PE 197A: Water Polo Theory

(2-3 Units) (No prerequisite. One lecture and three or six activity hours weekly.)

An intensive course designed to help each student understand and utilize the fundamentals and theory of training for and competing in the sport of water polo. The emphasis of the class is development of team and individual technique and skills. May be taken four times for credit. (CSU)

PE 215: Advanced First Aid/First Responder

(3.0 Units) (No prerequisite. Can be taken for credit as Physical Education 215 or Health Education 215, but credit will be awarded for only one course. Three lecture hours weekly.)

This first responder course will teach the basics of good patient care and the skills needed to deliver appropriate care to the victim of an accident or a sudden illness until more highly trained emergency personnel arrive. Upon successful completion of the course, certificates will be awarded for the First Responder and CPR for the Professional Rescuer. This course is a prerequisite for the Emergency Medical Technician Program. May be taken four times for credit. (CSU/UC)

PE 216A: American Red Cross Lifeguard Training

(1.5 Units) (Prerequisites: Student must be able to perform the following pretest: [1] Tread water continuously in the diving pool for two minutes using legs only; [2] Swim 500 yards continuously with no time limit using the following strokes [crawl stroke, breast stroke, side stroke] for at least 100 yards each; [3] Submerge to a minimum depth of seven feet and retrieve a ten pound object and return to the surface with the object at no time limit. May be taken for credit as Physical Education 216A or Health Education 216A, but credit will be awarded for only one course. One lecture and two laboratory hours weekly.)

This course is designed for those desiring to fulfill the requirements for the American Red Cross Lifeguarding Certification. This course may be taken four times for credit. (CSU/UC)

PE 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment: One course in the discipline and/or prerequisite(s) determined by the appropriate discipline. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)

PE 267: Advanced Volleyball

(0.5-1 Unit) (Prerequisite: Students must be competent in all the fundamentals such as serving, passing, setting, and hitting. Two to three activity hours weekly.)

This course is for experienced volleyball players interested in competing at a high level. The focus of the course will be on advanced instruction in offensive and defensive strategies while emphasizing team competitions. (CSU/UC) AA/AS Area H

PHYSICS

The study of physics is extensive. It includes such fields as astronomy, optics, nuclear and high-energy physics, acoustics, solid state physics, biophysics, and geophysics. The career physicist may stand on a missile launching pad, go beneath the sea or ascend into the upper atmosphere. Today, however, nuclear physicists represent the largest single group of full-time employed physicists.

Career Options

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

Faculty

Robert Chavez

Department Phone: (415) 485-9510

Transfer

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

A.S. in Physics

The physics major is offered only at the Kentfield Campus.

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

Requirements			Units
CHEM	131	General Chemistry I	5
CHEM	132	General Chemistry II	5
MATH	115	Probability and Statistics	4
MATH	116	Linear Algebra	3
MATH	123	Analytic Geometry and Calculus I	5
MATH	124	Analytic Geometry and Calculus II	5
MATH	223	Analytic Geometry, Vector Analysis, and Calculus III	5
MATH	224	Elementary Differential Equations	4
PHYS	207A	Mechanics and Properties of Matter	5
PHYS	207B	Electricity and Magnetism	5
PHYS	207C	Heat, Light, Sound, and Modern Physics	5

Physics Courses (PHYS)

There are three levels of general physics offered which usually cover the same topics. The major differences in these levels are the mathematical prerequisites and the number of semesters of the sequence. The three levels are:

Physics 108ABC — A sequence of courses designed for majors such as biology, pre-med, and architecture.

Physics 110 — A nonmathematical general education course for nonscience majors.

Physics 207ABC — A sequence of courses designed for majors such as engineering, physics, and chemistry.

PHYS 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

PHYS 108A: General Physics I

(5.0 Units) (Prerequisite: Math 104. Advisory: Math 121. Four lecture and three laboratory hours weekly.)

This course presents the basic laws and concepts of mechanics, heat, sound, and the properties of matter. Coursework emphasizes problem solving and laboratory investigations. (CSU/UC) AA/AS Area A, CSU Area B-1 or B-3, IGETC Area 5A

PHYS 108AC: General Physics I (Calculus Supplement)

(1.0 Unit) (Prerequisite: Physics 108A or concurrent enrollment and completion of Math 121. One lecture hour weekly.)

Covers basic concepts of kinematics, forces, rotational motion, fluids, oscillations, and waves, heat, and thermodynamics with a calculus-based set of problem assignments. (CSU/UC) CSU Area B-1

PHYS 108B: General Physics II

(5.0 Units) (Prerequisite: Physics 108A. Four lecture and three laboratory hours weekly.)

This course presents the basic laws and concepts of electricity and magnetism including simple AC and DC circuits, light and its geometrical and physical properties, and atomic and nuclear physics. Course work emphasizes problem-solving and laboratory investigations. (CSU/UC) CSU Area B-1 or B-3, IGETC Area 5A

PHYS 108BC: General Physics II (Calculus Supplement)

(1.0 Unit) (Prerequisite: Physics 108B or concurrent enrollment and completion of Math 122. One lecture hour weekly.)

An introduction to the fundamental concepts of electricity, magnetism, light, and modern physics with a calculus-based set of problem assignments. (CSU/UC) CSU Area B-1

PHYS 110: Introductory Physics

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

An introduction to the development and manifestation of the basic physical laws, the process of scientific inquiry and discovery, and the relationship and responsibilities of science to society. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

PHYS 139: Selected Topics

(0.5 - 6.0 Units)

PHYS 207A: Mechanics and Properties of Matter

(5.0 Units) (Prerequisites: Math 123 and 124. Math 124 may be taken concurrently. Four lecture and three laboratory hours weekly.)

This course develops the physical laws, concepts, and mathematical tools needed to describe motion and the action of forces. Central ideas include Newton's laws of motion, conservation of energy, and conservation of linear and angular momentum. Coursework emphasizes problem solving. (CSU/UC) AA/AS Area A, CSU Area B-1 or B-3, IGETC Area 5A

PHYS 207B: Electricity and Magnetism

(5.0 Units) (Prerequisites: Physics 207A, and Math 223 or concurrent enrollment. Four lecture and three laboratory hours weekly.)

This course develops both microscopic and macroscopic descriptions of electricity and magnetism. The microscopic viewpoint is described by Maxwell's four equations, which relate electric and magnetic fields to electric charges and currents, and by Coulomb's law. The macroscopic description involves simple AC and DC circuit analysis, which includes Ohm's law and the concepts of resistance, capacitance, inductance, impedance, and electrical resonance. (CSU/UC) CSU Area B-1 or B-3

PHYS 207C: Heat, Light, Sound, and Modern Physics

(5.0 Units) (Prerequisites: Physics 207A, and Math 223 or concurrent enrollment. Four lecture and three laboratory hours weekly.)

This course develops the concepts and laws describing four different but related topics. The major ideas include the first and second laws of thermodynamics, kinetic theory of gases, interference and diffraction of light and sound waves, optical instruments, atomic structure of matter, nuclear physics, and a brief introduction to quantum theory. (CSU/UC) CSU Area B-1 or B-3

PHYS 249: Directed Study

(1-3 units) (Please see Directed Study Category. Limit to Enrollment: One physics or astronomy course with a grade point average of 3.0 or higher. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.)

A course designed to give the student an opportunity to participate in a research program. (CSU w/limit)

POLITICAL SCIENCE

Political science is the study of government and politics. The major in political science is primarily designed for the student who desires a liberal arts education with a political science emphasis and who plans to enter a career in government service or public administration, seeks training for positions in the overseas agencies of the United States government, intends to pursue the study of law, or who wants to specialize in journalism or writing with an emphasis on government.

Career Options

Administrative Assistant, Attorney, Campaign Aide/Manager, City/County Manager, Claims Examiner, Congressional Staff Member, Consumer Protection Specialist, Contract Administrator, Customs Inspector, Diplomat, 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

Henry D. Fearnley, Victor V. Minasian

Department Phone: (415) 485-9630

Transfer

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

A.A. in Political Science

The Political Science Program provides transfer, general education, general interest courses, as well as an Associate in Arts degree. The Associate degree in Political Science is primarily designed for the student who desires a liberal arts education with a political science emphasis. Courses are offered at either campus to fulfill requirements for the major.

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

Requirements			Units
POLS	101	Introduction to the Government of the United States	3
POLS	102	Comparative Political Systems	3
POLS	103	Political Theory	3
POLS	104	International Relations	3
And six additional units of degree-applicable social science courses identified as: Economics, Ethnic Studies, Geography, History, Political Science, or Social Science			6

Political Science Courses (POLS)

POLS 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

POLS 100: American Political Institutions

(3.0 Units) (No prerequisite. Three lecture/discussion hours weekly.)

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) (No prerequisite. Three lecture hours weekly.)

This course is an introduction to political science as a survey of American government. Students learn methods of political analysis and the application of these methods to the study of American government. It is an introduction to the principles and problems of government in the United States, emphasizing the national government but providing an understanding of government at the state and local level as well. Particular attention is paid to the dynamics, which make the principles meaningful, and the machinery move. Students will develop insights into the clash of ideas in American politics and how they can influence political outcomes. Political Science 101 is recommended over Political Science 100 for majors in prelegal, social sciences, lib-

eral arts, and teaching. Can also be offered in a distance learning format. (CSU/UC) AA/AS Areas B or F, CSU Area D-8, IGETC Area 4, CSU U.S. History, Constitution, and American Ideals

POLS 102: Comparative Political Systems

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course is designed to help students gain knowledge of the world's diverse political structures and practices. It focuses on specific countries and general concepts used to interpret the key political relationships found in virtually all national politics. (CSU/UC) AA/AS Area B, CSU Area D-8, IGETC Area 4

POLS 103: Political Theory

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

An introduction to the history of political thought from Plato to the present. Present examples of the theory and practice of politics and the description and analysis of political behavior will be related to great political thinkers of the past. New approaches to solve political and social problems will be discussed. (CSU/UC) AA/AS Area B, CSU Area D-8, IGETC Area 4

POLS 104: International Relations

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course is designed to introduce students to the theory and practice of international relations. The course identifies the various players in global politics and describes and explains their behavior and the structure of the international system in which they operate. Included is an examination of not only the traditional subjects of international relations, such as power, nationalism, diplomacy, and war, but also those transnational factors that have come to play a critical role in an increasingly interdependent world, such as immigration, trade and economic/financial activities, the environment, human rights, and terrorism. (CSU/UC) AA/AS Area B, CSU Area D-8, IGETC Area 4

POLS 117: The Middle East: A Political Perspective

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

A survey of the major political developments in the Middle East in their historical and cultural context from the rise of Islam to the present, emphasizing the developments of the twentieth century. (CSU/UC) CSU Area D-8

POLS 125: Research Methods and Term Papers in Political Science

(3.0 Units) (No prerequisite. Advisory: Competence in written language skills comparable to eligibility for English 150. Students may receive credit for this course as Economics 125, Ethnic Studies 125, History 125, Political Science 125 or Social Science 125. Credit will be awarded for only one discipline. Three lecture hours weekly.)

This course focuses on the elements of critical thinking and methods of research in the social sciences and develops skills required to organize such thought and research into effective, college level presentations. Various social science faculty members will offer their expertise to students on an individual basis as they develop their presentations. Students are encouraged to

select areas of research from other courses taken during the semester or from areas of special interest including politics, history, economics, education, women's studies, ethnic studies, current issues, and issues of community concern. (CSU/UC) CSU Area A-3, IGETC Area 4

POLS 139: Selected Topics

(0.5 - 6.0 Units)

POLS 201: Understanding Globalization: The Impact of Social, Political, and Economic Change

(3.0 Units) (No prerequisite. Can be taken for credit as Political Science 201, Behavioral Science 201 or Economics 201, but credit will be awarded for only one course. Three lecture hours weekly.)

The world is becoming more integrated and interdependent, heightening the need for greater understanding of the impact of globalization on the economy, politics, and society. This interdisciplinary team-taught course explores the new wave of global political, economic, and social change and the opportunities and challenges it brings to states, institutions, and individuals. Focus is on what the individual will need to know and understand to be an effective participant in these rapidly changing global phenomena. (CSU/UC) AA/AS Area B, CSU Area D-7, IGETC Area 4

POLS 203: Understanding Terrorism

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

Using lecture, discussion, and video, this course will provide students with an understanding of terrorism from historical, political, ideological, and religious perspectives. The course examines the motivational and organizational aspects of modern terrorism, as well as the strategic and tactical responses to the terrorist threat, and the impact of terrorism on the political, economic and legal/constitutional integrity of the sovereign state. The course will employ the expertise of specialists in the fields of psychology, philosophy, sociology, and law. This course is available to both credit and adult education students. (CSU/UC) AA/AS Area B

POLS 210: War, Peace, and the United Nations

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course is an introduction to the study of diplomacy in international crises. Emphasis is on the role of the United Nations and other international organizations in processes and politics that could 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. The course also prepares students for participation in the Model United Nations which is included in Political Science 104. (CSU) AA/AS Area B

POLS 211: Women in American History and Politics

(3.0 Units) (No prerequisite. Can be taken as History 211 or Political Science 211. Credit will be awarded for only one course. Three lecture hours weekly.)

This course offers a social and political history of women and women's movements in American society. It examines the development of American institutions and ideals with respect to women's roles and status. It analyzes women's relationship to economic, political, and social processes and explores cultural models of womanhood. The class will examine how women define themselves and how they have enacted change. The course is chronological but emphasizes particular themes, exploring 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)

POLS 215: Survey of Current Issues

(3.0 Units) (No prerequisite. Can be taken for credit as Political Science 215, Economics 215, or Social Science 215. Credit will be awarded for only one discipline. Three lecture hours weekly.)

This course is an opportunity to critically examine and discuss significant world developments and to attempt to understand the sources of those developments. Each student will have an opportunity to focus on issues of particular interest and to share that information with the group. When possible, informed participants in world and national events will meet with the class to share their insights. (CSU/UC w/ limit)

POLS 220: American Foreign Policy

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

A survey of the theoretical, historical, and empirical factors involved in the formation of United States foreign policy since World War II. Focus is placed 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 our actions regarding contemporary problems such as globalization, climate change, and terrorism, and how these actions are influenced by the dynamics of America's history, political culture, and government system. American foreign policy regarding key global power centers is also addressed. (CSU/UC) AA/AS Area B, CSU Area D-8, IGETC Area 4

POLS 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment: One course in the discipline and/or prerequisite(s) determined by the appropriate discipline. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)

PSYCHOLOGY

The course offerings are designed to familiarize students with the facts, theories, and contemporary trends in psychology and human development and how these principles can be incorporated into a meaningful understanding of oneself. For students intending to major in psychology, there are several areas of concentration and career options.

Career Options

Activities Director, Administrator, Advertising Account Executive, Art Therapist, Child Psychologist, Clinical Psychologist, Com-

munity Mental Health Worker, Correctional Officer, Counselor, Customer Service Representative, Drug/Alcohol Counselor, Employee Relations Specialist, Employment Interviewer/Counselor, Experimental Psychologist, Industrial Psychologist, Manpower Development Specialist, Market Research Analyst, Marriage, Family and Child Counselor, Minister, Personnel Specialist, Probation/Parole Officer, Program Director, Psychiatric Social Worker, Psychiatric Technician, Psychiatrist, Psychometrist, Public Health Educator, Public Relations Representative, Recreation Specialist/Therapist, Rehabilitation Counselor, Research Assistant, Residential Counselor, Sales Representative, School Psychologist, Special Education, Speech Pathologist/Therapist, Statistician, Training Specialist, Welfare Worker, Youth Organization Leader

Faculty

Michael E. Brailoff, Paul Christensen, Dikran J. Martin

Department Phone: (415) 485-9630

Transfer

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

Psychology Courses (PSY)

PSY 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

PSY 110: Introduction to Psychology

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course will examine traditional areas of psychological investigation from a scientific perspective. Topics include scientific methodology, human development, personality, psychological measurement, psychopathology, psychotherapy, motivation, perception, and social influences on behavior, cognitive processes, learning, and biological basis of behavior. Instructor may recommend a community assignment of students to schools, social agencies, or other settings where psychological principles and skills are being applied. Can also be offered in a distance learning format. (CSU/UC) AA/AS Area B, CSU Area D-9 or E, IGETC Area 4

PSY 111: Personality Dynamics and Effective Behavior

(3.0 Units) (No prerequisite. Students may not receive credit for both Psychology 111 and 116. Three lecture hours weekly.)

This course will present the major theoretical and research perspectives on personality description, development, dynamics, and change. A major focus of the course is how these theories and research findings can be effectively applied in our own lives. The topics of personality description include the dimensions of personality traits, and the development of tests to measure these traits in individuals. The topics of personality dynamics include the factors that influence the day-to-day functioning of

individuals, including conscious and unconscious motivations, self-concept, self-esteem, and coping mechanisms. The topics of personality development focus on how personality is formed, including biological factors as well as childhood and adult experiences within families, work, and relationships. Developmental factors also include considerations of gender, and social and cultural influences. The topics of personality change consider such factors as therapy, growth, and maturational perspectives on personality. The content is presented through a combination of lecture, discussion, and activities. (CSU/UC) AA/AS Area B, CSU Area D-9 or E, IGETC Area 4

PSY 112: Child and Adolescent Psychology

(3.0 Units) (No prerequisite. Students may not receive credit for both Psychology 112 and 114. Three lecture hours weekly.)

This course emphasizes the understanding of children and adolescents through the study of the psychological and developmental changes they undergo. Course content will include an examination of physiological, social/emotional, cognitive, and personality development from birth through adolescence. Individual and normative views of child and adolescent psychology will be utilized. Class topics usually include but will not be limited to: theories of social change and child development, learning and conditioning processes, moral growth and conscience development, the effects of various family environments, education, child abuse, infant development, peer relations, puberty, and methods of studying children. (CSU/UC) AA/AS Area B, CSU Area D-9 or E, IGETC Area 4

PSY 114: The Psychology of Human Development: Lifespan

(3.0 Units) (No prerequisite. Students may not receive credit for both Psychology 112 and 114. Three lecture hours weekly.)

This course will examine human development from conception through old age. Physical, intellectual, social, and personality development will be included. Emphasis will be placed on the continuity of development as well as on individual differences. (CSU/UC) AA/AS Area B, CSU Area D-9 or E, IGETC Area 4

PSY 116: Theories of Personality

(3.0 Units) (No prerequisite. Students may not receive credit for both Psychology 111 and 116. Three lecture hours weekly.)

A survey of the major theories of personality. Psychoanalytic, interpersonal, humanistic, behavioral, social-cognitive, and trait theories will be covered. (CSU/UC) AA/AS Area B, CSU Area D-9, IGETC Area 4

PSY 120: Psychology of Women

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

A study of the psychology of contemporary women focusing on the identifying factors which influence their roles, e.g., the socialization process and sex role expectations; contrasting sex roles in American culture with sex roles in other cultures, and reviewing the major studies of psychological sex differences. This class is open to all students. (CSU/UC) AA/AS Areas B & G, CSU Area D-4 or D-9, IGETC Area 4

PSY 125: Psychology of Violence

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course will examine the psychological bases of violence against self, intimates, associates, and strangers in such diverse settings as the home, workplace, school, streets, and other public places. Theories explaining violent behavior as the result of biology, of shame and low self-esteem, of failures of attachment, empathy, and guilt, of media violence, and of prejudice and hatred will be examined. The roles of prisons, drugs, guns, poverty, racism, sexism, homophobia, and mental illness in precipitating violence will be assessed. A major emphasis will be placed on possible prevention and treatment strategies, including child-rearing practices, biomedical interventions, psychotherapy, education, and public policy decisions. (CSU)

PSY 130: Introduction to Sport and Exercise Psychology

(3.0 Units) (No prerequisite. Can be taken for credit as Psychology 130 or Physical Education 120, but credit will be awarded for only one course. Three lecture hours weekly.)

This course will examine the psychological theories and techniques that are applied to sport, exercise and other achievement-related situations. The course will emphasize the enhancement of performance and personal growth of athletes, coaches, and exercise participants. Students will also learn mental skills that they will be able to transfer from sport and exercise settings to their everyday lives. Can also be offered in a distance learning format. (CSU)

PSY 139: Selected Topics

(0.5 - 6.0 Units)

PSY 140: Marriage, Family, and Intimate Relationships

(3.0 Units) (No prerequisite. Can be taken for credit as Psychology 140 or Sociology 140, but credit will be awarded for only one course. Three lecture hours weekly.)

This course is designed to give the student a theoretical and practical understanding of the variety of intimate social and family relationships existing in contemporary society. While the course will cover traditional marriage and nuclear family relationships, emphasis will also be placed on other life-styles, e.g., singles, gay, blended families, etc. Within the context of each life-style, topics such as communication, social roles, sexual behavior, decision making, child rearing, and everyday life interaction will be covered. (CSU/UC) AA/AS Area B, CSU Area D-7 or E, IGETC Area 4

PSY 142: Growing Older: Physical, Psychological, and Social Aspects of Aging

(3.0 Units) (No prerequisite. Can be taken for credit as Psychology 142 or Health Education 142, but credit will be awarded for only one course. Three lecture hours weekly.)

This course will examine the aging process in the contemporary world. Topics explored will include physical changes,

psychological changes, and social changes occurring as people age; theories regarding why these changes occur, and how to maximize potential in these areas. Other topics will be work and retirement, death and bereavement, local and national resources for aging individuals, and myths associated with aging. (CSU/UC) AA/AS Area B, CSU Area E, IGETC Area 4

PSY 145: Psychology in Modern Life

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course examines the psychological, physiological, and socio-cultural factors involved in personality development, interpersonal relationships, and social processes. The course will teach students important psychological principles, concepts, skills, and research, with the goals of improving the quality of our own lives and relationships. The course is intended to be useful for students who want a general understanding of psychology and its applications to living in the twenty-first century. The emphasis will be on helping students acquire knowledge, insights, and skills that they can apply to their own lives, particularly in areas such as life satisfaction, personal satisfaction, careers, relationships, health, and stress management. The course will provide an opportunity for students to develop an awareness, understanding, and appreciation of human diversity. (CSU) AA/AS Area B, CSU Area D-9 or E

PSY 204: Abnormal Psychology

(3.0 Units) (No prerequisite. Advisory: Psychology 110. Three lecture hours weekly.)

Principles of general psychology applied to the field of psychopathology. A survey of the major diagnostic disorders together with the theories of the cause of mental illness. A survey of the major psychotherapeutic methods in relation to their practical and theoretical value. This course is designed as an introduction to abnormal psychology and is directed toward those with an interest in applied psychology. (CSU/UC) AA/AS Area B, CSU Area D-9, IGETC Area 4

PSY 205: Introduction to Research Methods and Data Analysis in Psychology

(3.0 Units) (Prerequisite: Psychology 110. Advisory: Mathematics 115 or Statistics 115. Course may be taken as Psychology 205 or Sociology 205, but credit will be given for only one course. Three lecture hours weekly.)

This course prepares students for upper-level division work in the psychology and sociology majors. The course examines the following topics: conducting Internet and library research; formulating testable hypotheses; methods of examining processes (qualitative and descriptive research methods); methods of examining causality (simple, complex, and factorial experimental research designs); methods of examining the power of social events (quasi experimental and time series research designs); and methods of examining the associations between phenomena (simple and complex forms of correlational analysis). In addition the course trains students in the appropriate selection and use of nonparametric and parametric statistics. (CSU/UC) AA/AS Area B or E, CSU Area D-9, IGETC Area 4

PSY 230: Social Psychology

(3.0 Units) (No prerequisite. Can be taken for credit as Psychology 230 or Sociology 230, but credit will be awarded for only one course. Three lecture hours weekly.)

This is an interdisciplinary course covering sociological and psychological approaches to important social phenomena. The diverse topics covered will be selected from the following: altruism; attitude formation and attitude change; conformity; person perception and social labeling; reference groups; social conflict and conflict resolution; human aggression; intergroup processes; intragroup processes; interpersonal attraction; social networks, statuses and roles; and the social development of the self. The course also covers the research methods and theoretical orientations found in sociological and psychological social psychology. (CSU/UC) AA/AS Area B, CSU Area D-7, IGETC Area 4

PSY 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment: One course in the discipline and/or prerequisite(s) determined by the appropriate discipline. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)

PSY 251: Biological Psychology

(3.0 Units) (No prerequisite. May be taken as Psychology 251 or Biology 251. Credit will be awarded for only one course. Three lecture hours weekly.)

This class explores the basic brain processes underlying the functioning of the human mind. Among the topics to be discussed are 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)

PSY 252: Seminar and Fieldwork Experience

(3.0 Units) (No prerequisite. Corequisite: Psychology 110 or 112 or Sociology 110. Psychology 252 and Behavioral Science 252 are equivalent. Credit is given for only one course. One and one-half lecture and four and one-half fieldwork hours weekly.)

This course is designed to give students meaningful participation in a psychologically related community service agency in order to understand the applications of psychological principles, theories, and concepts. With the mutual consent of student and instructor each student is placed in a school, social agency, special education program, mental health agency, or community organization and works under the direct supervision of someone with a degree, credential, or demonstrated expertise in psychology or sociology. The one and one-half hour weekly seminar provides students and instructor the opportunity to present observations, discuss perceptions, and apply relevant theories and concepts to their fieldwork participation. May be taken twice for credit. (CSU)

REAL ESTATE

The Real Estate Program is designed to serve the individual planning to enter the real estate profession, the person who wishes to improve skills and qualify for the real estate sales and broker's license, and active professionals working on license renewal. Upon completing the Real Estate Program, students are eligible for positions in real estate sales offices, banks, savings and loan corporations, title companies, escrow companies, organizations, and as independent real estate brokers.

Career Options

Appraiser, Escrow Officer, Loan Officer, Mortgage Lender, Property Developer, Property Manager, Real Estate Agent, Real Estate Broker, Real Estate Counselor, Sales Agent

Department Phone: (415) 485-9610

**A.S. in Real Estate, Occupational
(Certificate of Achievement also awarded)**

Courses are offered at both campuses. Students may take classes at either campus and complete requirements for the major. Real estate brokers and sales persons must also pass an examination given by the State of California, Department of Real Estate. Students who complete the six real estate courses required for the major are eligible for the Certificate of Achievement. An Associate in Science degree is awarded for satisfactory performance in major courses as well as completion of general education and graduation requirements.

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

Requirements			Units
Freshman Year			
BUS	101	Introduction to Business	3
BUS	107	Business Law	3
REAL	115	Real Estate Principles	3
REAL	116	Real Estate Practice	3
REAL	117	Legal Aspects of Real Estate	3
Sophomore Year			
BUS	112	Financial Accounting	4
REAL	210	Real Estate Finance	3
REAL	212	Real Estate Appraisal I	3
REAL	215	Real Estate Economics	3

Skills Certificates

Skills Certificates are an acknowledgment 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 Certificates of Achievement.

Real Estate Appraisal Certificate

Requirements			Units
REAL	115	Real Estate Principles	3
REAL	116	Real Estate Practice	3
REAL	212	Real Estate Appraisal I	3

Real Estate Finance Certificate

Requirements			Units
REAL	115	Real Estate Principles	3
REAL	116	Real Estate Practice	3
REAL	210	Real Estate Finance	3

Real Estate Law Certificate

Requirements			Units
REAL	115	Real Estate Principles	3
REAL	116	Real Estate Practice	3
REAL	117	Legal Aspects of Real Estate	3

Real Estate Property Management Certificate

Requirements			Units
REAL	115	Real Estate Principles	3
REAL	116	Real Estate Practice	3
REAL	218	Property Management	3

Selected Topics

Following are the general course descriptions for selected topics courses, which are offered in many disciplines. Specific topics are announced each semester in the class schedule.

Real Estate Courses (REAL)**REAL 039: Selected Topics (Nondegree Applicable)**

(0.5 - 6.0 Units)

REAL 115: Real Estate Principles

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This fundamental real estate course emphasizes the basic concepts and terminology necessary for understanding the complexities of the real estate profession. The Department of Real Estate requires this course and Real Estate Practice (Real Estate 116), plus one other elective course to be taken prior to sitting for the Real Estate Salesperson's Exam. This course is also one of the eight courses required to sit for the Real Estate Broker's Exam. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)

REAL 116: Real Estate Practice

(3.0 Units) (No prerequisite. Advisory: Real Estate 115. Three lecture hours weekly.)

This course introduces students to the day-to-day practice in a real estate office. It includes understanding agency obligations inherent in real estate practice and provides practice in the basic skills necessary to succeed in a real estate career. The Depart-

ment of Real Estate requires this course and Real Estate Principles (Real Estate 115), plus one other elective course to be taken prior to sitting for the Real Estate Salesperson's Exam. This course is also one of the eight courses required to sit for the Real Estate Broker's Exam. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)

REAL 117: Legal Aspects of Real Estate

(3.0 Units) (No prerequisite. Advisory: Real Estate 115. Three lecture hours weekly.)

A study of California real estate law covering agency, contracts, disclosures, landlord/tenant disputes, development and the environment, property taxes, common interest subdivisions, escrow and title insurance boundary disputes, and the effects of trusts and bankruptcy on property transactions. The Department of Real Estate requires Real Estate Principles and Real Estate Practice plus one other elective course to be taken prior to sitting for the Real Estate Salesperson's Exam. This course is one of the acceptable electives and is also one of the eight courses required to sit for the Real Estate Broker's Exam. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)

REAL 139: Selected Topics

(0.5 - 6.0 Units)

REAL 210: Real Estate Finance

(3.0 Units) (No prerequisite. Advisory: Real Estate 115. Three lecture hours weekly.)

A study of real estate finance includes lending policies and problems, financing residential and commercial properties, and the Federal and State entities that oversee lending practices. This course is one of the acceptable electives for obtaining a Real Estate Sales license and is also one of the eight courses required to sit for the Real Estate Broker's Exam. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)

REAL 212: Real Estate Appraisal I

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This introductory course covers the purposes of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various property types. This course is one of the acceptable electives for obtaining a Real Estate Sales license and is also one of the eight courses required to sit for the Real Estate Broker's Exam. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)

REAL 215: Real Estate Economics

(3.0 Units) (No prerequisite. Advisory: Real Estate 115. Three lecture hours weekly.)

This course provides the means to interpret economic activities for the mutual benefit of property owners, investors, and real estate professionals. It includes relating business and real estate cycles to forecasting land use and capital growth patterns, the clash of land use controls, and the dynamics of community demographics and property investment alternatives. This course is one of the acceptable electives for obtaining a Real Estate Sales license and is also one of the eight courses required to sit for the Real Estate Broker's Exam. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)

REAL 217: Advanced Real Estate Appraisal II

(3.0 Units) (No prerequisite. Advisory: Real Estate 212. Three lecture hours weekly.)

This course addresses the appraisal of income producing properties and the techniques and methodology used by appraisers to convert cash flows into indicators of value. This course is one of the acceptable electives for obtaining a Real Estate Broker's License. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)

REAL 218: Property Management

(3.0 Units) (No prerequisite. Advisory: Real Estate 115. Three lecture hours weekly.)

This course identifies the tools and methods of managing income properties, emphasizing owner/tenant relations, evictions, contracts, cash flows, and employment regulations. It is one of the acceptable electives for obtaining a Real Estate Sales license and is also one of the eight courses required to sit for the Real Estate Broker's Exam. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)

REAL 219: Escrows

(3.0 Units) (Prerequisite: Real Estate 115. Three lecture hours weekly.)

This course emphasizes the methods and techniques of escrow procedures with an additional focus on the title industry and the complex considerations that can affect title. This course can enhance a student's ability to seek employment in not just real estate sales or appraisal, but also opens up employment opportunities in the escrow and title industries. This course is one of the acceptable electives for obtaining a Real Estate Sales license or a Real Estate Broker's License. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)

REAL 220: California Loan Brokering

(3.0 Units) (No prerequisite. Advisory: Real Estate 115. Three lecture hours weekly.)

This course introduces the student to the complex laws affecting the loan brokering business. It is designed for those already involved in a real estate career and for those considering a career in the real estate loan marketplace. It is also a valuable course for borrowers so that they can understand the loan process. This course is one of the acceptable electives for obtaining a Real Estate Sales license or a Real Estate Broker's License. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)

REAL 249: Directed Study

(1-3 units)(Please see Directed Study category. Limit to enrollment: Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)

SOCIAL SCIENCE

The social science field is interdisciplinary and designed for students who wish to gain a broader understanding of the social sciences than is possible in a major offered by a single 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 Bellissimo, Sandy Boyd, Henry Fearnley, Victor Minasian, Walter Turner

Department Phone: (415) 485-9630

A.A. in Social Science

The Social Science Program provides transfer, general education, and general interest courses, as well as an Associate in Arts degree.

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

Requirements			Units
SSC	215	Survey of Current Issues	3
And 15 additional units of degree-applicable social science courses from the following disciplines: Economics, Ethnic Studies, Geography, History, Political Science, or Social Science			15

Social Science Courses (SSC)

SSC 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

SSC 115: Leadership and Governance

(1.0 Unit) (No prerequisite. One lecture hour weekly.)

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 college and the district and comparison to other college governance structures. Emphasis is placed on understanding organizational structures, developing an ability to effectively implement and evaluate these structures. (CSU)

SSC 115AL: Leadership and Governance Learning Lab

(1.0 Unit) (Prerequisite: Social Science 115 or concurrent enrollment. For one unit, three independent study hours weekly; for two units, six independent study hours weekly.)

This course includes appropriate laboratory assignments regarding service on governance committees. This laboratory will provide students the opportunity to apply critical thought to work experience situations in leadership and governance positions. Laboratory assignments will direct the students to focus on planning, implementing, and evaluating their work in college/student organizations and governance committees. Combinations of Social Science 115AL and 115BL may be taken a total of four times for credit. (CSU)

SSC 115BL: Leadership and Governance Learning Lab

(2.0 Units) (Prerequisite: Social Science 115 or concurrent enrollment. For one unit, three independent study hours weekly; for two units, six independent study hours weekly.)

This course includes appropriate laboratory assignments regarding service on governance committees. This laboratory will provide students the opportunity to apply critical thought to work experience situations in leadership and governance positions. Laboratory assignments will direct the students to focus on planning, implementing, and evaluating their work in college/student organizations and governance committees. Combinations of Social Science 115AL and 115BL may be taken a total of four times for credit. (CSU)

SSC 125: Research Methods and Term Papers in Social Science

(3.0 Units) (No prerequisite. Advisory: Competence in written language skills comparable to eligibility for English 150. Students may receive credit for this course as Economics 125, Ethnic Studies 125, History 125, Political Science 125 or Social Science 125. Credit will be awarded for only one discipline. Three lecture hours weekly.)

This course focuses on the elements of critical thinking and methods of research in the social sciences and develops skills required to organize such thought and research into effective,

college level presentations. Various social science faculty members will offer their expertise to students on an individual basis as they develop their presentations. Students are encouraged to select areas of research from other courses taken during the semester or from areas of special interest including politics, history, economics, education, women's studies, ethnic studies, current issues, and issues of community concern. (CSU/UC) CSU Area A-3, IGETC Area 4

SSC 139: Selected Topics

(0.5 - 6.0 Units)

SSC 215: Survey of Current Issues

(3.0 Units) (No prerequisite. Can be taken for credit as Social Science 215, Economics 215, or Political Science 215. Credit will be awarded for only one discipline. Three lecture hours weekly.)

This course is an opportunity to critically examine and discuss significant world developments and to attempt to understand the sources of those developments. Each student will have an opportunity to focus on issues of particular interest and to share that information with the group. When possible, informed participants in world and national events will meet with the class to share their insights. (CSU/UC w/limit)

SSC 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment: One course in the discipline and/or prerequisite(s) determined by the appropriate discipline. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)

SOCIOLOGY

Sociology explores the patterns in human behavior and tries to make sense out of the many forces in society that shape individual lives. Courses in sociology provide the tools and intellectual 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

Faculty

Michael E. Brailoff, Paul Christensen

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.

Sociology Courses (SOC)**SOC 039: Selected Topics (Nondegree Applicable)**

(0.5 - 6.0 Units)

SOC 110: Introductory Sociology, Individual and Society

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

A course designed to develop a sociological perspective; it will explore the relationship between individual and group behavior and the nature of societal and institutional influences on individuals and groups, and the resulting patterns of behavior. Exposure to the core areas of sociology will be covered. May also be offered in a distance learning format. (CSU/UC) AA/AS Area B, CSU Area D-0, IGETC Area 4

SOC 112: Social Deviance and Problems

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

Identification and analysis of contemporary forms of deviant behavior generally defined as social problems by members of society. The course includes theoretical considerations of these problems, observations and descriptive interpretations, and field application of the sociological knowledge required in the classroom. (CSU/UC) AA/AS Area B, CSU Area D-0, IGETC Area 4

SOC 114: Global Social Problems

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course offers an opportunity to review and analyze some of the most important social problems of the current age from a global perspective. The course will center on contemporary descriptions of major social conflicts, international disputes, and natural disasters. The course will also provide sociological models for theoretical consideration and analysis. Topics may include resource war, religious and political terrorism, nuclear proliferation, poverty, population growth and migrations, sexual exploitation, drug smuggling, ecological pollution, and global warming. (CSU/UC) AA/AS Area B, CSU Area D-7, IGETC Area 4

SOC 139: Selected Topics

(0.5 - 6.0 Units)

SOC 140: Marriage, Family, and Intimate Relationships

(3.0 Units) (No prerequisite. Can be taken for credit as Sociology 140 or Psychology 140, but credit will be awarded for only one course. Three lecture hours weekly.)

This course is designed to give the student a theoretical and practical understanding of the variety of intimate social and family relationships existing in contemporary society. While the course will cover traditional marriage and nuclear family relationships, emphasis will also be placed on 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 will be covered. (CSU/UC) AA/AS Area B, CSU Area D-7 or E, IGETC Area 4

SOC 184: Criminology

(3.0 Units) (No prerequisite. Can be taken for credit as Sociology 184 or Administration of Justice 204, but credit will be awarded for only one course. Three lecture hours weekly.)

An introduction to the major theoretical explanations of criminal behavior; social and economic factors which contribute to crime; major typologies of criminal behavior; criminal justice systems and research; courts, probation and parole; police; and other institutions. The course will take a sociological perspective and integrate theories from sociology, criminology, and criminal justice. (CSU/UC) CSU Area D-0

SOC 205: Introduction to Research Methods and Data Analysis in Sociology

(3.0 Units) (Prerequisite: Sociology 110. Advisory: Mathematics 115 or Statistics 115. Course may be taken as Psychology 205 or Sociology 205, but credit will be given for only one course. Three lecture hours weekly.)

This course prepares students for upper division work in the sociology major. The course examines the following topics: conducting Internet and library research; formulating testable research hypotheses; methods of qualitative analysis (case studies, interview techniques, panel analysis, content analysis, questionnaire construction); descriptive research methods (participant observation, nonparticipant observation, path analysis); methods of examining the social power of critical events (quasi experimental and time series research designs); and methods of conducting archival analyses (meta analysis, statistical analysis of archival data). In addition, the course trains students in the appropriate selection and use of nonparametric and parametric statistics. (CSU/UC) AA/AS Areas B & E, CSU Area D-0, IGETC Area 4

SOC 220: Vice, Narcotics, and Organized Crime

(3.0 Units) (No prerequisite. Can be taken for credit as Sociology 220 or Administration of Justice 220, but credit will be awarded for only one course. Three lecture hours weekly.)

This course examines the relationship between organized crime and the community. It will cover the impact of organized crime, history of organized crime, relationship to the social structure, symptoms of organized crime, i.e. corruption, dysfunctional behavior, violence, and attempts to control organized crime and the role of the legal system. In addition, vice and trade in narcotics will be discussed. Modern organized crime groups both national and international will be highlighted. Exposure to sociological theory and concepts from criminal justice will be integrated into the course. (CSU)

SOC 230: Social Psychology

(3.0 Units) (No prerequisite. Can be taken for credit as Sociology 230 or Psychology 230. Credit will be awarded for only one course. Three lecture hours weekly.)

This is an interdisciplinary course covering sociological and psychological approaches to important social phenomena. The diverse topics covered will be selected from the following: altruism; attitude formation and attitude change; conformity; person perception and social labeling; reference groups; social conflict and conflict resolution; human aggression; intergroup processes; intragroup processes; interpersonal attraction; social networks, statuses and roles; and the social development of the self. The course also covers the research methods and theoretical orientations found in sociological and psychological social psychology. (CSU/UC) AA/AS Area B, CSU Area D-7, IGETC Area 4

SOC 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment: One course in the discipline and/or prerequisite(s) determined by the appropriate discipline. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)

SOC 250: Organizational Sociology

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course is for sociology students, citizens, elected officials, managers and all others who are concerned about the role of government, private sector, and nonprofit organizations in contemporary society. Among the many topics to be covered are the following: the origins of organizational society, dynamics of organizational survival, methods of organizational research, forms of citizen influence on organizations, societal consequences of organizational practices, individual/psychological consequences of organizational practices, relationships between organizations and local communities, and relationships between organizations and nation states. (CSU) AA/AS Area B, CSU Area D-0

SPANISH

A major reason for studying the Spanish language is the enrichment of one's intellectual growth in 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

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

Faculty

Rossana Pagani

Department Phone: (415) 485-9348

Transfer

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

Policy Statement Regarding Sequence of Enrollment in Modern Language Classes

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

A.A. in Spanish

Spanish language courses serve a dual purpose, which is to acquire structural and verbal skills, which satisfy both academic and cultural needs. The program serves both transfer students and those seeking self-enrichment. Students may take classes at either campus to fulfill requirements for the major.

Please note: Students must complete English 150 to satisfy the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.

Requirements			Units
SPAN	101	Elementary Spanish I	5
SPAN	102	Elementary Spanish II	5
SPAN	203	Intermediate Spanish III	5

In addition, completion of one course from the following list:

SPAN	110	Conversational Spanish I	4
SPAN	112	Conversational Spanish II	4
SPAN	114	Conversational Spanish III	4
SPAN	204	Intermediate Spanish IV	4
SPAN	225	Advanced Spanish I	3
SPAN	226	Advanced Spanish II	3
SPAN	228	Advanced Spanish Conversation and Culture through Films	3
SPAN	230A	Culture and Civilization of Spain and South America	3
SPAN	249	Directed Study	3

Spanish Courses (SPAN)

All Spanish courses can be taken for a letter grade or pass/no pass.

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

SPAN 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

SPAN 101: Elementary Spanish I

(5.0 Units) (No prerequisite. Four lecture and three laboratory hours weekly.)

A beginning course which offers study and practice in speaking, understanding, reading, and writing Spanish, along with exploration of the cultural aspects of the Spanish-speaking world. The three-hour weekly laboratory requirement enhances the student's verbal and comprehension skills through the use of audiovisual materials. Can also be offered in a distance learning format. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 6: UC Language other than English

SPAN 102: Elementary Spanish II

(5.0 Units) (Prerequisite: Spanish 101. Four lecture and three laboratory hours weekly.)

Further emphasis is placed on the structure of the language, verbal communication, and understanding of Hispanic culture. Continued use of the language laboratory for further mastery of the language. Can also be offered in a distance learning format. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B or 6: UC Language other than English

SPAN 110: Conversational Spanish I

(4.0 Units) (No prerequisite. Three lecture and three laboratory hours weekly.)

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) (Prerequisite: Spanish 110. Three lecture and three laboratory hours weekly.)

Continued 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. Continued oral practice in speaking, understanding, and correct pronunciation of Spanish, using audiovisual materials depicting everyday situations. (CSU)

SPAN 114: Conversational Spanish III

(4.0 Units) (Prerequisite: Spanish 112. Three lecture and three laboratory hours weekly.)

Continued 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. Continued oral practice in speaking, understanding, and correct pronunciation of Spanish, using audiovisual materials depicting everyday situations. (CSU)

SPAN 120: Spanish for Health Care Professionals I

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This is a Spanish conversation course tailored to the needs of all health care professionals and workers who wish to learn Spanish with the goal of applying it in their working environment. No

prior knowledge of Spanish is needed. Each lesson is accompanied by a set of listening exercises. This course fulfills continuing education requirements for registered nurses. Can also be offered in a distance learning format. (CSU)

SPAN 121: Spanish for Health Care Professionals II

(3.0 Units) (Prerequisite: Spanish 101 or 120. Three lecture hours weekly.)

This is the second semester continuation course for those health care professionals who have achieved a basic level of proficiency and wish to communicate more effectively with their Spanish-speaking patients. Emphasis is placed on communication. Each lesson is accompanied by a set of listening exercises. Students may receive continuing education units for this course. (CSU)

SPAN 122: Spanish for Teachers

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This is a Spanish conversation course designed to meet the needs of teachers who wish to learn Spanish with the goal of communicating with students and parents in their working environment. No prior knowledge of Spanish is required. This course fulfills continuing education requirements for teachers and is useful vocationally. (CSU)

SPAN 139: Selected Topics

(0.5 - 6.0 Units)

SPAN 140: Spanish Immersion Studies A-D

(5.5 Units) (Prerequisite: Please refer to individual course descriptions for Spanish 101, 102, 203 or 204 for prerequisite information. Sixteen lecture and twelve laboratory hours weekly for four weeks. In addition, a four day, thirty-two hour field trip is required.)

This course is designed to create an opportunity for student cultural immersion in a Spanish-speaking country alongside the grammatical study of Spanish 101, 102, 203, or 204. Students will sign up for one of the four levels of grammar plus a one-unit course on the River Plate culture. Both classes are taught by the COM Instructor of Record and include such cultural activities as exploring the cafes and restaurants of Buenos Aires, trips to museums or operas, exploring the history of Tango and taking lessons. (Note: Please refer to individual course description for Spanish 101, 102, 203 or 204 for transfer credit information.)

SPAN 203: Intermediate Spanish III

(5.0 Units) (Prerequisite: Spanish 102. Four lecture and three laboratory hours weekly.)

In-depth study of the language with grammar review, oral practice, composition, and introduction to literature. The language laboratory offers the use of audiovisual materials for improved fluency and accuracy in pronunciation as well as the presentation of cultural and literary topics. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B or 6: UC Language other than English

SPAN 203HB: Intermediate Spanish for Heritage and Bilingual Speakers

(4.0 Units) (Prerequisite: Oral Fluency in Spanish. Four lecture hours weekly.)

An intermediate course tailored to the needs of bilingual students who have had little formal study of the Spanish language. This course focuses on reading, writing and vocabulary as well as cultural aspects of all Spanish-speaking countries. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B or 6; UC Language other than English

SPAN 204: Intermediate Spanish IV

(4.0 Units) (Prerequisite: Spanish 203. Four lecture hours weekly.)

Continuation of study and practice in speaking, understanding, reading, and writing Spanish. Completion of an in-depth review of Spanish grammar. Reading in literature, history, and culture of the Spanish-speaking world. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3-B or 6; UC Language other than English

SPAN 225: Advanced Spanish I

(3.0 Units) (Prerequisite: Spanish 204. Three lecture hours weekly for each course.)

This course aims to expand the student's knowledge of the Spanish language and civilization through the study of grammar, literature and the Spanish language press, with particular emphasis on the present day Hispanic world. Emphasizes advanced levels of verbal expression and written composition. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B or 6; UC Language other than English

SPAN 226: Advanced Spanish II

(3.0 Units) (Prerequisite: Spanish 225. Three lecture hours weekly for each course.)

This course aims to expand the student's knowledge of the Spanish language and civilization through the study of grammar, literature and the Spanish language press, with particular emphasis on the present day Hispanic world. Emphasizes advanced levels of verbal expression and written composition. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B or 6; UC Language other than English

SPAN 228A: Advanced Spanish Conversation and Culture Through Film

(1.0 Unit) (Prerequisite: Spanish 203. Three lecture hours weekly.)

This course is designed to introduce and teach students about traditional and new tendencies in Spanish and Latin American film, and to establish connections between sociocultural or political changes in Spanish-speaking countries and their films--the most artistic and expressive medium of the past century. Films are treated as cultural documents that speak to us about particular social, cultural, literary, and historical aspects of Spanish and Latin American society. An intermediate level of Spanish is required, as students will give oral and written presentations in Spanish. The films may vary from semester to semester. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3-B

SPAN 230A: Culture and Civilization of Spain and South America

(3.0 Units) (Prerequisite: Spanish 102. Three lecture hours weekly.)

Students will study language, heritage, culture, traditions, music, art, literature, historic and current events of Spain and South American countries. The course is conducted entirely in Spanish and students are expected to have knowledge of verb tenses and other grammatical structures. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

SPAN 230B: Culture and Civilization of Mexico and Central America

(3.0 Units) (Prerequisite: Spanish 102. Three lecture hours weekly.)

This class is a study of language, heritage, culture, traditions, music, art, literature, historic and current events of Mexico and Central American countries. The course is conducted entirely in Spanish and students are expected to have knowledge of verb tenses and other grammatical structures. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

SPAN 230C: Culture and Civilization of Spain

(3.0 Units) (Prerequisite: Spanish 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 and students are expected to have knowledge of verb tenses and other grammatical structures. (CSU/UC)

SPAN 235: Cultural Immersion Studies in a Spanish-Speaking Country

(0.5 Unit) (Corequisite: Concurrent enrollment in a Spanish grammar course: Spanish 101, 102, 203, or 204. Thirty-two laboratory hours during a 3-week field trip.)

This course offers students the opportunity for cultural immersion in a Spanish-speaking country alongside the grammatical study of Spanish 101, 102, 203 or 204. It will help students to recognize cultural differences and to understand how Americans are typically viewed abroad. Readings and discussions will include the meaning of culture, perceptions of American culture, the cultural characteristics of the host country as compared/contrasted with American culture, the effects of globalization, and how globalization is viewed differently across cultures. (CSU/UC)

SPAN 249: Directed Study

(1-3 units)(Please see Directed Study category. Limit to enrollment: Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)

SPEECH

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

Career Options

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

Faculty

Ronald Gaiz, Patricia O'Keefe, Bonnie Borenstein, Bernard Blackman

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 Speech

Students may take speech classes at either campus to fulfill requirements for the major. The Speech Program serves a variety of populations such as transfer candidates, nondegree students from the business community, and students interested in self-enrichment.

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

Requirements			Units
SPCH 110	Introduction to Speech Communication		3
Fifteen additional units to be selected from the following:			
SPCH 120	Interpersonal Communication		3
SPCH 122	Public Speaking		3
SPCH 128	Intercultural Communication		3
SPCH 130	Small Group Communication		3
SPCH 132	Argumentation and Persuasion		3
SPCH 140	Oral Interpretation of Literature I		3
SPCH 141	Oral Interpretation of Literature II		3
SPCH 155	Radio and Television Announcing and Performance		3
SPCH 249	Directed Study		1-3

Speech Courses (SPCH)

SPCH 039: Selected Topics (Nondegree Applicable)

(0.5 - 6.0 Units)

SPCH 110: Introduction to Speech Communication

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

A survey course designed to introduce students to public speaking, critical listening, and listener feedback. Emphasis is on building self confidence through frequent performance experience. (CSU/UC) AA/AS Area E, CSU Area A-1, IGETC Area 1C

SPCH 120: Interpersonal Communication

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

Introduction to principles of effective communication in interpersonal relationships. Study of verbal and nonverbal communication, person perception, conflict resolution, listening, and communication barriers. Students will learn to identify communication behaviors and patterns in interpersonal relationships (both their own and others). (CSU/UC) AA/AS Area E, CSU Area A-1, IGETC Area 1C

SPCH 122: Public Speaking

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

A survey course designed to introduce students to three specific areas of public speaking: informative speaking, persuasive speaking and small group speaking. Emphasis is on effective research and outline methods, critical listening, providing effective listener feedback to the speaker and on effective verbal and nonverbal delivery skills. (CSU/UC) AA/AS Area E, CSU Area A-1, IGETC Area 1C

SPCH 128: Intercultural Communication

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This is a course designed to familiarize students with the theory and process of effectively communicating with people different from themselves in terms of ethnicity, culture, race, and language use. The specific focus of this course will be to develop, through guided research, the student's ability to recognize, acknowledge, and better understand the uniqueness of people from European-American, African-American, Asian-American, and Latino-American cultures through comparison of their respective communication behaviors. Students will study theories from intercultural and intergroup communication as they relate to intercultural communication, and will read from an intercultural anthology. Through lectures, discussions, reading, research, viewing films on videotapes, group presentations, written and oral assignments, students will learn the skills necessary to achieve positive outcomes when communicating with others who are perceived as being culturally, ethnically or racially different than they. (CSU/UC) AA/AS Areas C or E, & G, CSU Area D-7, IGETC Area 3B

SPCH 130: Small Group Communication

(3.0 Units) (No prerequisite. Advisory: Eligibility for English 150. Three lecture hours weekly.)

This course offers practical experience in the techniques of leading and participating in small group discussions. Effective small group discussion techniques such as speaking on panels, symposiums, problem-solving groups, conflict resolution within small groups as well as leadership skills and parliamentary procedures are covered. This course is designed for students intending to major in speech (communication), business, international business, education, and all fields of study and certification that require group and team-building skills. (CSU/UC) AA/AS Area E, CSU Area A-1, IGETC Area 1C

SPCH 132: Argumentation and Persuasion

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

The goal of this course is to increase students' skills in logical argument and ethical persuasion in verbal communication. Students learn how to analyze and use verifiable evidence, sound reasoning, and effective rhetorical appeals. The class will sharpen abilities to detect careless inferences and fallacies in oral language. Students will practice these skills in individual and group speaking projects. The result is increased ability to think critically and express ideas rationally. (CSU/UC) AA/AS Area E, CSU Area A-1 or A-3, IGETC Area 1C

SPCH 139: Selected Topics

(0.5 - 6.0 Units)

SPCH 140: Oral Interpretation of Literature I

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

The goal of this course is to introduce students to the field of oral interpretation of literature. Emphasis is on awareness and appreciation of prose and poetry, and what happens to the written word when it is read aloud for the listening pleasure of an audience. Recommended for speech and theatre arts majors. (CSU/UC) AA/AS Area C, CSU Area C-2

SPCH 141: Oral Interpretation of Literature II

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

The goal of this course is to introduce students to the field of oral interpretation of literature. Emphasis is on awareness and appreciation of prose and poetry, and what happens to the written word when it is read aloud for the listening pleasure of an audience. Recommended for speech and theatre arts majors. (CSU/UC) AA/AS Area C, CSU Area C-2

SPCH 155: Radio and Television Announcing and Performance

(3.0 Units) (No prerequisite. Three lecture hours weekly.)

This course prepares students to communicate more effectively through the electronic and/or digital media. Students will explore how to articulate messages, vary pitch and volume to the text and context, pronounce words according to accepted standards, express thoughts and feelings with confidence, understand and interpret the meaning of a message, and communicate ideas from a variety of prompts. (CSU)

SPCH 249: Directed Study

(1-3 Units) (Please see Directed Study category. Limit to Enrollment: One course in the discipline and/or prerequisite(s) determined by the appropriate discipline. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.) (CSU w/limit)

STATISTICS

Department Phone: (415) 485-9630

Statistics Courses (STAT)**STAT 039: Selected Topics (Nondegree Applicable)**

(0.5 - 6.0 Units)

STAT 115: Introduction to Statistics

(4.0 Units) (Prerequisite: Math 103 or 103G or 103XY. Credit will be awarded for either Math 115 or Statistics 115, but not both courses. Four lecture hours weekly.)

This course is an introduction to statistics for students in social science and business disciplines. The course covers descriptive statistics, probability, hypothesis testing, linear and multiple regression, correlation, sampling, statistical inference and time series analysis. Illustrations are taken from the various social sciences and from business. Students will be instructed in the use of computer spreadsheet software to solve statistical and data analysis problems. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

STAT 139: Selected Topics

(0.5 - 6.0 Units)

STUDY SKILLS**Faculty**

Victoria Coad, Harriet Eskildsen, Frances A. Rouda

Department Phone: (415) 485-9345

Study Skills Courses (STSK)**STSK 039: Selected Topics (Nondegree Applicable)**

(0.5 - 6.0 Units)

STSK 050: Understanding Learning Disabilities

(0.5 Unit) (No prerequisite. Two lecture hours weekly for four weeks.)

This is a class that will explore topics related to the field of learning disabilities. Areas covered may include causes of learning disabilities, effects of learning disabilities, evaluation, accommodations, and other relevant issues. May be taken twice for credit.

STSK 053: Basic Math Skills

(1.0 Unit) (No prerequisite. One lecture hour weekly.)

This course is designed to serve students with basic math computation learning problems. Covers basic math skills using a variety of resources. Basic skills taught include addition, subtraction, multiplication and division of whole numbers, fractions, and decimals. This course is repeatable for credit.

STSK 054: Writing Improvement

(1.0 Unit) (No prerequisite. One lecture hour weekly.)

This course is designed for students with language based learning disabilities. It is designed to help students write coherent paragraphs. Grammar, punctuation, sentence structure, and paragraph organization will be covered. This course is repeatable for credit.

STSK 056: How to Study in College

(1.0 Unit) (No prerequisite. One lecture hour weekly.)

This course is designed specifically for students with learning disabilities. It is designed to teach college level study techniques to students with learning problems so that they can succeed in college. Major topics include setting goals, managing time, improving concentration and memory, taking notes, organizing study materials, reading textbooks, dealing with test anxiety, and preparing for and taking essay and multiple choice tests. This course is repeatable for credit.

STSK 70-78: Study Skills Workshop

(½ unit each module)(No prerequisite. Twenty-six and one-quarter laboratory hours per one-half unit. Open-entry, open-exit classes.)

A laboratory designed to provide individual testing and remediation of academic skills for students defined as having a dysfunction or delay in one or more processes or skills. Provides support for learning disabled students attending academic courses.

Study Skills 70 must be taken by all new students and may be taken twice for credit. Study Skills 76-78 are repeatable for credit.

Courses offered are:		Units
STSK 70	Evaluation	½
STSK 76	Study Techniques	½
STSK 77	Adapted Computer Learning	½
STSK 78	Acquired Brain Injury	½
STSK 139: Selected Topics		(½-6 Units)

STSK 161: Seminar for Tutors

(2.0 Units) (No prerequisite. One lecture and three laboratory hours weekly.)

This course is designed to assist peer tutors in developing their understanding of the principles and processes involved in tutoring. Students will also acquire both the organizational and interactional skills required for a successful tutoring session. The course will help to build their skills as learning resources for other students. Student is required to tutor a minimum of three hours a week. (CSU)

STSK 161A: Instructional Resources for Tutors

(0.5 Unit) (No prerequisite. Corequisite: Student must be employed as a tutor for the credit program at College of Marin and tutoring at least three hours per week. One and one-half laboratory hours weekly.)

This course monitors and supports both the students who have completed Study Skills 161 and those tutors newly hired

for the spring semester. Tutors will meet regularly with the instructors to monitor the progress of the tutees, to review tutorial strategies with the tutors, to resolve any conflicts, and to ensure that the tutoring program's goals are met by the tutor-tutee relationship. (CSU)

STSK 162: Community Action Skills Lab

(2.0 Units) (Prerequisite: Enrolled in at least nine units, including two units for Study Skills 162. Two lecture hours weekly.)

This course is designed to train students to provide peer assistance to EOPS and VEA students in Student Affairs, orientation, EOPS counseling, and Health Services. Topics include peer counseling techniques, working with special student populations, and an overview of assessment and information on all student services. (CSU)

WORK EXPERIENCE EDUCATION

Cooperative Work Experience Education offers the student the opportunity to earn college credit for planned learning activities related to employment. Working students, with the assistance of an instructor-coordinator and the on-job supervisor (employer), set up goals to be accomplished during the school term. This may include, but is not limited to, completing projects, attending group and/or individual meetings with 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.

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

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

Occupational Work Experience is an academic course in which 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. Faculty, employers and students work together to create a meaningful work-based educational experience by developing and achieving specific learning objectives related to their jobs. Work Experience can help students develop necessary work habits, open doors to new employment experiences, or assist students in acquiring skills and knowledge necessary for advancement in their current employment. Students attend career-related lectures, participate in group and individual orientations, and receive individual instruction as needed. 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) (Prerequisite: Enrollment in at least seven units of college courses including Work Experience.)

General Work Experience is an academic course in which work sites serve as "off-campus classrooms." Any type of work is suitable for General Work Experience. Faculty, employers and students work together to create meaningful work-based educational experiences by developing and achieving specific learning objectives related to their jobs. Work Experience can help students develop necessary work habits, open doors to new employment experiences, or assist students in acquiring skills and knowledge necessary for advancement in their current employment. Students attend career-related lectures, participate in group and individual orientations, and receive individual instruction as needed. Specific student units (1-3) are based on the number of hours a student works each week over the semester. (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 (Emeritus College), Older Adults (Emeritus College), Nursing Education Vocational (Please see Nursing Education category for course listings) and Vocational.

BASIC SKILLS

ESBS 3010: GED (General Educational Development) Preparation

(0.0 Unit)

This program prepares the student to pass the five GED tests: Writing, Social Studies, Science, Literature, and Mathematics. Instructor assistance and guidance is available at all listed times in the Drop-In Learning Lab. Help with Math is available ONLY on Monday and Wednesday 9am-3pm.

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 415.485.9445. Please note: help with math is available ONLY on Monday and Wednesday, 9am-3pm.

DISABLED STUDENTS PROGRAMS AND SERVICES

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 5025/5030: Community Re-Entry Following Brain Injury Levels 1 and 2

(0.0 Unit)

These courses focus 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.

HEALTH AND SAFETY COURSES/ EMERITUS COLLEGE

HSFN 9010/9011: Movement and Music for Older Adults A and B

(0.0 Unit)

This class is created for older persons who have not been exercising regularly, or have arthritis-related problems. Move to relaxing music at a comfortable, yet progressively challenging, pace to meet individual needs and employ chair exercises to tone both upper and lower body muscles, improve balance and joint flexibility, strengthen muscles and promote stress release.

HSFN 9015/9016: Exercise for Fitness and Pleasure A and B

(0.0 Unit)

Maintaining and improving general health and fitness are the goals of this class for the active adult. Join us for stretching, toning, strengthening, relaxation techniques and rhythmic activities set to music.

HSFN 9020/9021: Moving with Chi for Active Older Adults A and B*(0.0 Unit)*

This beginning course is based on principles of Tai Chi and Qigong. Using breath energy to cultivate soft dance-like Tai Chi movements, we will improve posture, breath, balance, memory, strength and flexibility. You will be taught acupressure points for self-healing and short Tai Chi/Qigong forms, including The Five Animal Frolics.

HSFN 9025/9026: Wild Goose Qigong for Active Older Adults A and B*(0.0 Unit)*

This 1700-year-old Chinese form is a beautiful set of 128 movements imitating the daily life of the wild goose. There are many healing benefits to this gentle form. The course will include Qigong warmups, acupressure, self massage, meditation and instruction of the first 64 movements.

HSFN 9027/9028: Advanced Wild Goose Qigong for Active Older Adults A and B*(0.0 Unit)*

Wild Goose, a 1700-year-old Chinese form, is a beautiful set of 128 movements imitating the daily life of the wild goose. There are many healing benefits to this gentle form. The course will include instruction of the first set of 64 movements, Qigong warmups, acupressure, self-massage and meditation. Advancement to HSFN 9028 requires instructor consent.

HSFN 9030/9031: Tai Chi for Active Older Adults 1A and 1B*(0.0 Unit)*

Discover the joy of Tai Chi and increase your sense of well-being in this tranquil class where you will sample a series of gentle, health-giving exercises. Tai Chi combines the flow of dance with stretching movements that focus the mind and tone and trim the body while improving circulation, balance and vitality.

HSFN 9035/9036: Tai Chi for Active Older Adults 2A and 2B*(0.0 Unit)*

Experience the joy of Tai Chi and increase a sense of well-being in this tranquil class to continue the practice of a series of gentle, health-giving exercises. Tai Chi combines the flow of dance with stretching movements that tone and trim the body while improving circulation, balance and vitality, and focusing the mind.

HSFN 9040/9041: Advanced Tai Chi for Active Older Adults A and B*(0.0 Unit)*

In this advanced class, continue to fine tune movements learned in Tai Chi for the Older Adult 1 & 2, as well as emphasize the meditative aspects and continue to strengthen "chi." This is an

opportunity to relax and enjoy the benefits of previous Tai Chi discipline while enhancing physical vitality, confidence and well-being.

HSFN 9045/9046: Gentle Yoga for Active Older Adults A and B*(0.0 Unit)*

Based on the Sivananda Yoga Tradition, "Gentle Yoga" offers classical yoga postures, taught with positive affirmations based on the Yoga Sutras and include the 10 Universal Precepts of life. Each class starts with a short lecture on different aspects of yoga and ends with a powerful, long, deep relaxation called Yoga Nidra, practicing simple peace chants and a few moments of silence.

HSFN 9050: The Rational Use of Medications*(0.0 Unit)*

All about the legal and ethical implications of prescription drugs. How are drugs developed, tested and approved? How do they work in the body? We will cover treatment of common diseases and conditions, also drug safety and side effects. Designed for the layperson.

OLDER ADULTS/EMERITUS COLLEGE**OLAD 7000/7001: Feldenkrais for Older Adults A and B***(0.0 Unit)*

Feldenkrais for Older Adults classes provide tools for recognizing and releasing habitual patterns which may be contributing to chronic discomfort or injury. Through easy movement sequences that are relaxing and enjoyable, students learn to move safely beyond pain and limitation to new or forgotten levels of ability and see dramatic improvement in posture, breathing, flexibility, coordination and vitality.

OLAD 7005/7006: Do It Yourself Pain Relief: A New Way to Exercise A and B*(0.0 Unit)*

The original exercises learned in this friendly exercise class allow relaxation, conversation and fun while pushing limits and working muscles hard without straining problem areas. Leg exercises develop flexibility up and down the spine while hamstrings lengthen, and hips and thighs tone; breathing exercises flatten the belly and detox lymph nodes. This course is also designed to benefit Health Care professionals. The skills taught in class provide a practical self-help method of pain relief positioning and a new way to exercise for recovery of lost function and pain relief using ordinary home and hospital items. This course may be taken for Continuing Education hours under the Continuing Education Program for Nurses, BRN Provider #00724.

OLAD 7010/7011: Energy Warm-ups for the Older Adult A and B*(0.0 Unit)*

A gentle, yet effective, stretching and strengthening class for older adults which uses non-strenuous movement to increase flexibility, mobility and range of motion with special attention paid to improving balance. Classes will include a few minutes of light weight training, important for increasing upper body strength, as well as breath and relaxation techniques which aid in reducing stress and increasing positive feelings of well being.

OLAD 7020: A Journey Toward Vitality: Walking the Lighter Path*(0.0 Unit)*

Walk and talk the way to a healthier life. Develop new confidence in individual fitness and a sense of overall well-being. Proper technique will help get more out of exercise time. Learn how to relax and move at the same time. The focus is on improving the mind and body, increasing balance, flexibility and energy, and stretching and toning muscles. Music and guided imagery will assist our relaxation practice. Students will receive individual attention.

OLAD 7025: Strength and Fitness Training for Older Adults 1: Beginner*(0.0 Unit)*

Get fit and have fun! Learn current, practical information for improving fitness: aerobic cardiovascular endurance, muscular strength and endurance, posture, body composition and flexibility. In each class practice strength (weight/resistance) training and gain skills for developing a lifetime fitness program. The first hour of the class will be strength and fitness training activities, and the second hour will be lecture and discussion on a variety of topics that affect lifetime fitness goals. Wear comfortable clothing for working out. The Beginner class does not require previous weight training experience. This class should be taken twice before taking the Intermediate and Advanced classes.

OLAD 7030: Strength and Fitness for Older Adults 2: Intermediate*(0.0 Unit)*

Get fit and have fun! Learn current, practical information for improving fitness: aerobic cardiovascular endurance, muscular strength and endurance, posture, body composition and flexibility. In each class practice strength (weight/resistance) training and gain skills for developing a lifetime fitness program. The first hour of the class will be strength and fitness training activities; the second hour will be lecture and discussion on a variety of topics that affect lifetime fitness goals. Wear comfortable clothing for working out.

OLAD 7035: Strength and Fitness Training for Older Adults 3: Advanced*(0.0 Unit)*

Get fit and have fun! Learn current, practical information for improving fitness: aerobic cardiovascular endurance, muscular strength and endurance, posture, body composition and flexibility. In each class practice strength (weight/resistance) training and gain skills for developing a lifetime fitness program. The first hour of the class will be strength and fitness training activities; the second hour will be lecture and discussion on a variety of topics that affect lifetime fitness goals. Wear comfortable clothing for working out.

OLAD 7040/7041: Aqua Exercise for the Older Adult A and B*(0.0 Unit)*

The purpose of this tranquil class is to experience gentle, health-providing exercises in a relaxing medium: the water. Older adults will especially enjoy this kind of exercise because it releases all pressure from the skeletal system while loosening painful joints and muscles, improving flexibility, strength, endurance and the cardiovascular system.

OLAD 7045: The Art of Meditation*(0.0 Unit)*

Join this field trip class for an introduction to a variety of meditation techniques with seasoned teachers from different traditions at spiritual centers throughout Marin and the Bay Area. Disciplines may include Zen at the Green Gulch Zen Center, Vipassana or Insight Meditation at Spirit Rock, Tibetan Buddhism at the Nyingma Institute in Berkeley, the Vedanta Society at Olema and a labyrinth walk.

OLAD 7050/7051: Samba for Health for Older Adults A and B*(0.0 Unit)*

Samba is a traditional Afro-Brazilian art form which blends music, dance and exercise to promote wellness. Accompanied by traditional Brazilian instruments such as the surdo, the timbau, the Berimbau (a gourd with one string) and pandeiros (tambourines), learn and practice the basic steps of a traditional samba circle dance. Movement will be tailored to the abilities of the class participants.

OLAD 7055: Psychology of Joy*(0.0 Unit)*

Western psychology has been dominated by processes that probe pain and trauma. But in the myth, song, and poetry of all cultures, we find the beat of a different drummer: moments of peace, love, and silence, which also change us--perhaps even more radically. In this course, designed especially for the mature adult, we will mine the rich soil of our lives in search of the hidden diamonds. Explore the human capacity for joy as it has appeared in story,

song, and poetry throughout history. And through meditation, story-telling, dream-work, and artistic expression, we will invite more bliss into our lives.

OLAD 7060: Music and Your Inner World

(0.0 Unit)

Music can be a powerful method for connecting us with our inner world, accessing our deeper wisdom for personal growth and self-understanding. Using the Helen Bonny Method of Music Imagery, we will select topics for exploration and listen to music selected specifically to bring images and internal experiences that relate to each topic. Drawing and sharing our images, we will explore new possibilities of music to enrich our lives. And perhaps we may even discover that music is sonically encoded information, so that our personal images might also mysteriously correspond to events in the composer's life when he or she was writing the music. Although Music Imagery can provide the means for exploring one's life issues, this class is not intended as therapy. Musical training or experience is not required.

OLAD 7062/7063: Chorus Emeritus A and B

(0.0 Unit)

Like to sing or like to sing in a mixed chorus? Then join us! We have a friendly, relaxed group of singers who sing a wide variety of music: show tunes, popular, folk, classical, spirituals, etc. Each year, in April and May, we perform at retirement and convalescent facilities. No auditions; everyone is welcome.

OLAD 7065: Introduction to Chinese Medicine

(0.0 Unit)

This class will demystify the fascinating world of Chinese Medicine and, at the same time, teach techniques, such as acupressure, Feng Shui, Qigong and Chinese food therapy. We will discuss acupuncture and its history, Chinese herbs and Chinese face-reading, and we will do an acupressure facelift together in class.

OLAD 7824: Strength and Fitness Training for Older Adults

(0.0 Unit)

Get fit and have fun with safe, individualized strength training and stretching! Improve cardiovascular fitness, posture, balance and body composition. This class is designed for older adults and is appropriate for adults of any age. Students must be able to get up and down to the floor independently. The Beginner class does not require previous weight training experience. We strongly recommend taking that class at least two times before signing up for the 'Intermediate/Advanced' or 'Advanced'.

OLAD 8286: Feldenkrais: Awareness through Movement

(0.0 Unit)

The Feldenkrais Method uses gentle, pleasurable movement to produce powerful changes that help people look and feel better, moving with more confidence, coordination and balance. It is effective in relieving tension and is particularly useful for those

wanting to improve or regain movement affected by injury, surgery, arthritis and other conditions, as well as from a lack of physical activity.

OLAD 8291: Energy Warmups

(0.0 Unit)

A gentle, yet effective, non-strenuous "move, stretch and strengthen" class for older adults. Goals include increased flexibility, mobility and range of motion with special attention paid to improving balance. Classes will include a few minutes of light weight training, important for increasing upper body strength. Also breath and relaxation techniques will aid in reducing stress and increasing positive feelings of well being.

VOCATIONAL

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.

SECTION 7

FACULTY, MANAGEMENT, AND STAFF

Faculty and Management

Classified Managers

Support Staff

College of Marin Foundation

College of Marin Alumni Association

Educational Advisory Committees

FACULTY AND MANAGEMENT

For a complete listing of phone numbers and email addresses, check the online employee directory at <http://www.marin.edu> under "Staff and Faculty."

WILLIAM ABRIGHT

Art, Ceramics
B.S., M.A., San Francisco State University

GEORGE ADAMS

Physical Education
B.A., M.A., St. Mary's College

FERNANDO AGUDELO-SILVA

Environmental Landscaping/Biology
B.S., Caldas University, South America
Ph.D., University of California, Berkeley

MAULA ALLEN

Mathematics
B.S., M.S., California State University, Hayward

SUSAN ANDRIEN

Director of Learning Resources
B.A., M.A., University of Massachusetts, Boston

JOAQUIN C. ARMENDARIZ

Mathematics
B.S., M.S., University of Texas, El Paso

CHESTER ARNOLD

Art, Two Dimensional Focus
M.A., San Francisco Art Institute

JAMES C. ARNOLD

Dean of Math and Sciences
B.S., University of Wisconsin, Eau Claire
M.S.(2), Oregon State University
Ph.D., Indiana University

ROBERT BALESTERI

Dean of Enrollment Services, Interim
A.A., College of San Mateo
B.A., San Francisco State University
M.A., San Jose State University

LINDA BEAM

Executive Dean of Human Resources and Labor Relations
B.S., University of Maryland, College Park
M.S., Chapman University, Orange, California

LYDA BEARDSLEY

Director of Child Care Programs
B.A., San Francisco State University
M.A., Ph.D., University of California, Berkeley

YOLANDA BELLISIMO

History, Social Science
B.A., M.A., San Francisco State University

MAUREEN BIGGART

Children's Center
A.A., Northern Essex Community College, Massachusetts

BERNARD BLACKMAN

B.A., Queens College, New York
M.A., University of Texas, Austin
Ph.D., Florida State University

BARBARA BONANDER

English as a Second Language
B.A., Windham College
M.A., San Francisco State University

BONNIE BORENSTEIN

Communications
B.S. Temple University, Philadelphia
M.A., New School for Social Research, New York
Ph.D., New York University

NORA BOWEN

Children's Center
Butte Community College
City College of San Francisco
College of Marin
Sonoma State University

SANDY BOYD

Administration of Justice, Business, Education, Social Science
A.S., City College of San Francisco
B.A., California State University, Sacramento
M.A., Sonoma State University
Ed.D., University of San Francisco

MICHAEL E. BRAILOFF

Psychology, Sociology
B.A., M.A., San Jose State University
D.P.A., University of Southern California

BECKY BROWN

Biology
B.S., University of California, Davis
M.S., California State University, Long Beach

CARMEN CARROUCHE-RIVERS

Nursing Education
B.A., California State University, Los Angeles
M.A., Pepperdine University, Malibu, California
M.S., San Francisco State University

ARNULFO CEDILLO

Director of Student Affairs and Health Center
B.A., California State University, Fresno
M.P.A., California State University, Hayward
Ed.D., University of San Francisco

NICHOLAR CHANG

Vice President of Student Learning
B.A., Ohio Wesleyan University
M.A., University of San Francisco

PAUL CHRISTENSEN

Sociology
B.A., M.A., San Francisco State University

VICTORIA COAD

EOPS Director, Psychology, Study Skills
B.A., M.A., M.S., Dominican College
Ph.D., The Wright Institute

DAVID COOK

Director of Financial and Career Aid Programs
B.S., Humboldt State University
M.A., California State University, Chico

WINDEE COTTLE

English
B.A., M.A., San Francisco State University

CARL COX

Librarian
A.B., M.L.S., University of California, Berkeley

FRANK CROSBY

Communications (Film)
B.A., M.A., San Francisco State University
M.F.A., California College of Arts and Crafts, Oakland

PAUL DA SILVA

Biology
B.A., M.S., Ph.D., University of California, Berkeley

DOUGLAS DELANEY

Music
A.A., College of San Mateo
B.A., San Francisco State University

MARY DELGADO

Children's Center
A.S., College of Marin
City College of San Francisco

JAMIE DENERIS

Biology
B.S., University of Utah
M.S., University of California, Los Angeles
Ph. D., University of California, Berkeley

MARGARET DODGE

Early Childhood Education
B.A., Washington University
M.A., Sonoma State University

MICHAEL DOUGAN

Communications, Journalism
B.S., Oklahoma State University, Stillwater

SANDRA DOUGLASS

English, English as a Second Language
B.A., University of the Redlands
M.A., San Francisco State University

ERIK DUNMIRE

Engineering, Chemistry
B.S., University of Florida, Gainesville
M.S., Ph.D., University of California, Davis

RINETTA EARLY

EOPS Counselor
B.S., M.A., California Polytechnic, San Luis Obispo

SHAQUAM K. EDWARDS

Early Childhood Education
B.A., California State University, Hayward
M.A., Mills College

DAVID EGERT

Biology
B.S., San Francisco State University
Ph.D., University of California, San Francisco
Ph.D., University of California, Berkeley

HARRIET ESKILDSEN

Adaptive Computer Technology, Study Skills
B.A., University of Colorado, Boulder
M.A., San Francisco State University

HENRY D. FEARNLEY

History, Political Science
A.A., City College of San Francisco
B.A., University of California, Santa Barbara
M.A., Georgetown University
M.L.S., University of California, Berkeley
Ph.D., University of California, Santa Barbara

TARA B. FLANDREAU

Music
B.A., M.A., Dominican College

ROBERT E. FLYNN

Counseling
B.A., Westmont College
B.D., San Francisco Theological Seminary
M.A., San Francisco State University

DONALD J. FOSS

Geology, Geography
B.S., M.S., Boise State University

KATHRYN FRESCHI

Italian
A.B., M.A., Ph.D., University of California, Berkeley

THEODORA F. FUNG

Counseling
B.A., San Francisco State University
M.S., California State University, Hayward

BRUCE FURUYA

Counseling
B.A., University of California, Berkeley
M.A., Azusa Pacific College
M.S., California Lutheran College

RONALD GAIZ

Speech
B.A., M.A., California State University, Long Beach

CHERYL ROGOW

Physical Education
B.A., Cornell University
M.A., University of North Carolina
M.A., Ed.D., West Virginia University

GEORGE GOLITZIN

Mathematics
B.A., Harvard University
Ph.D., Yale University

JAMES GONZALEZ

Multimedia
B.A., Humboldt State University
M.S., University of California, Los Angeles

IRIS GREGOIRE

Children's Center
A.A., College of Marin

RICHARD C. HALL

Art
B.A., California State University, Long Beach
M.F.A., California College of Arts and Crafts

AL HARRISON

Vice President, College Operations
A.A., Miami Dade Community College
B.S., Florida Atlantic University, Boca Raton
M.B.A., St Mary's College, Moraga
Certified Public Accountant

ROSALIND HARTMAN

Director of Health Sciences
B.S.N., Georgetown University
M.S., University of California, San Francisco

JOHN HINDS

Computer Information Systems
A.A., City College of San Francisco
M.A., San Francisco State University

LETTA HLAVACHEK

VTEA Counselor
B.A., M.A., Sonoma State University

THOMAS HOLUB

Court Reporting
B.S., California State University, Fresno

GRACE HOM

Dental Assisting
A.A., City College of San Francisco
B.A., M.A., San Francisco State University

GEORGE R. HRITZ

Automotive Technology
B.A., San Jose State University
M.A., San Francisco State University

JOHN P. JACOB

Mathematics
A.B., M.A., Ph.D., University of California, Berkeley

DAVID JONES

Dance
B.S., University of Oregon
M.A., Mills College

INGRID KELLY

English
B.A., University of California, Davis
M.A., San Francisco State University

PATRICK KELLY

Chemistry
B.S., Humboldt State University
Ph.D., University of California, Davis

ROBERT P. KENNEDY

Business, Computer Information Systems, Economics
A.A., West Valley College
B.B.A., M.A., San Jose State University
Certified Public Accountant

KRISTI KUHN

Dance
B.F.A., Towson State University, Baltimore
M.F.A., University of California, Irvine

CAROL LACY

Medical Assisting
B.S.N., St Mary's College, Moraga

WARREN LAGER

Physical Education
University of California, Los Angeles
University of California, Berkeley and
Berkeley EXT.
San Francisco State University

JEANNIE LANGINGER

Registered Nursing
A.D.N., Delaware County College, Pennsylvania
B.S.N., Sonoma State University
M.S.N., University of California, San Francisco

IRA LANSING

Mathematics
B.A., M.A., University of California, Berkeley
Ph.D., Columbia Pacific University (unac-
credited)

EMILY LAZARRE

Art, Three Dimensional Focus
B.A., Queens College
M.A., California College of Arts and Crafts

JUNE LEE

Health Center Nurse
A.A., City College of San Francisco
RN, B.S., M.S., University of California, San
Francisco

SARA LEFKOWITZ

Nursing
B.S., Columbia University, New York
M.P.A., California State University

JENNIFER LOESER

Chemistry
B.A., Harvard University
Ph.D., University of California, Berkeley

DEBORAH H. LOFT

Art History
B.A., Oberlin College
M.A., University of Pennsylvania

ARTHUR LUTZ

Machine and Metals Technology
B.A., Bard College, New York

ALEXANDRA MAGALLANES RIVERA

Counseling
B.A., University of California, Santa Cruz
M.A., San Diego State University

JANEATTE MALOUP

Children's Center
A.S., College of Marin

MATTHEW MARKOVICH

Director of Physical Education and Athletics
A.A., Santa Rosa Jr. College
B.A., Sonoma State University
M. A., Saint Mary's College of California

JOHN MARMYSZ

Philosophy
B.A., M.A., Sociology, San Francisco State
University
Ph.D., University of Buffalo, New York

DIKRAN J. MARTIN

Psychology
A.B., San Francisco State University
M.A., Ph.D., University of California, Berkeley

VICTOR V. MINASIAN

Geography, History, Humanities, Political
Science
B.A., M.A., San Francisco State University

HELEN MORALES

Children's Center

JOSEPH MUELLER

Biology
A.S., A.A., College of Marin
B.A., M.A., Sonoma State University

JESSICA NAYTHONS

Disabled Students Program
B.A., California State University, Long Beach
M.S., San Francisco State University

BESSIE NG-JUNG

Counseling
B.A., M.A., San Francisco State University

PATRICIA O'KEEFE

Speech
B.A., M.A., San Francisco State University

LAURIE ORDIN

Mathematics
B.A., Wayne State University, Detroit
M.A., University of California, Berkeley

NORMAN PACULA

Business, Economics
B.S., Long Island University
M.B.A., San Francisco State University

ROSSANA PAGANI

Spanish
B.A., M.A., San Francisco State University

RONALD PALMER

Automotive Collision Repair Technology,
Automotive Technology
B.A., M.A., San Francisco State University

MICHAEL RANSOM

Computer Information Systems
B.A., University of California, San Diego

DIANE RIDLEY

Nursing Education
B.A., University of California, Berkeley
B.S., M.S., University of California, San Francisco

JOAN C. RISCH

Librarian
B.S., Boston College
M.L.S., University of California, Berkeley
M.A., San Francisco State University

ALAN RITCHIE

Computer Information Systems
B.S., M.A., Ph.D., University of Iowa

KAREN ROBINSON

Counseling
B.S., University of California, Davis
M.S., San Francisco State University

IRINA RODERICK

Mathematics
B.S., M.S., V.I. Lenin State University of Belarus,
Minsk, Belarus
Ph.D., A.V., Luikov Institute of Heat and Mass
Transfer, Belarussian Academy of Sciences,
Minsk, Belarus

DAVID ROLLISON

English
B.A., M.A., San Francisco State University

YOLANDA ROSSI

Children's Center

JOANNA RUDDLE

Nursing Education
M.S., University of California, San Francisco

FREDERICK G. SCHMITT

Computer Science, Mathematics
B.S., Massachusetts Institute of Technology
M.A., University of Michigan

NANDA SCHORSKE

Dean of Workforce Development, College and
Community Partnerships
A.A., Santa Monica City College
B.S., Santa Clara University

CHRIS SCHULTZ

Disabled Students Program
B.A., University of Wisconsin
M.A., University of La Verne

GRETA SIEGEL

Dean of Student Development and Special Services
B.S., M.Ed., Mississippi State University

PAUL SMITH

Music
B.A., Royal College of Music, London
M.A., Dominican College

KATHLEEN SMYTH

Physical Education
B.A., Sonoma State University
M.S., East Stroudsburg University, Pennsylvania

DAVID SNYDER

Dean of Arts and Humanities
B.A., Evergreen State, Olympia, Washington
M.C.P., Ph.D., University of California, Berkeley

POLLY STEINMETZ

Art, Photography
B.A., M.A., San Francisco State University

JOHN SUTHERLAND

English
B.A., University of California, Berkeley
M.A., San Francisco State University

WILLIAM ALLEN TAYLOR

Drama
B.A., Ohio State University
M.F.A., American Conservatory Theater, San Francisco

JOETTA S. TENISON-SCOTT

Counseling
B.A., University of California, Santa Barbara
M.A., Sonoma State University

ROBERT THOMPSON

Director of Maintenance and Operations
A.A., College of Marin
B.A., San Jose State University

ROSE THOMPSON

Counseling
B.A., M.S., San Francisco State University

MICHAEL A. TIMMEL

English Skills, G.E.D.
A.A., College of Marin
B.A., San Francisco State University

LAWRENCE M. TJERNELL

Business, Computer Information Systems
B.A., Claremont Men's College
M.A., San Jose State University

WALTER B. TURNER

Ethnic Studies, History
A.B., University of California, Berkeley
M.A., Sonoma State University

WENDY ULLMAN

Counseling, DSPS
B.S., Mills College, Oakland
M.S., San Francisco State University

KATHERINE WAGNER

Art
B.A., University of Missouri
B.A., Sonoma State University
M.A., University of California, Berkeley
M.F.A., California College of Arts and Crafts

WENDY L. WALSH

English as a Second Language
B.A., St. Mary's College
M.A., San Francisco State University

SANDI WELDON

Dance
B.A., Montclair State College
M.A., San Francisco State University

FRANCES WHITE

Superintendent/President
A.A., Merritt College, Oakland
M.A., California State University, Hayward
Ph.D., University of California, Berkeley

CHARLES E. WILLIAMS

Counseling
B.A., Prairie View College
M.A., A.M., San Francisco State University

BRIAN WILSON

Business, Business Office Systems
B.B.A., University of Houston
M.B.E., McNeese State University
Ph.D., Arizona State University

DEREK WILSON

Multimedia
B.F.A., California College of Arts and Crafts
M.A., California State University, Hayward

TONI WITTENMEIER

Counseling, Disabled Students Program
B.A., University of California, Berkeley
M.A., San Francisco State University

BLAZE WOODLIEF

English as a Second Language and Communications
B.A., Brown University, Rhode Island
M.A., San Francisco State University
Ph.D., Stanford University

CLASSIFIED MANAGERS

JANICE AUSTIN

Director of Academic Services and Articulation, Interim
A.A., Scottsdale Community College
B.A., M.F.A., Arizona State University

V-ANNE CHERNOCK

Director of Modernization
B.S., M.S., Cal Poly State University, San Luis Obispo

MARGARET ISOZAKI

Director of Fiscal Services, Interim
A.A., San Joaquin Delta Community College
B.A., University of California, Berkeley

CHARLES LACY

Chief of Police/Director of Safety
Peace Officer's Standards and Training
Executive Certificate, State of California
Department of Justice
B.S., University of San Francisco

CARI TORRES-BENAVIDES

(on leave 2009)
Director of Academic Services and Articulation
B.A., M.A., Humboldt State University

CATHY SUMMA-WOLFE

Director of Communications and Community Relations
B.S., University of Phoenix

SUPPORT STAFF

EILEEN ACKER

Administrative Assistant
to the Dean of Arts and Humanities
B.A., California State University, Sacramento

JORGE ALFONSO

Interim High School Outreach Coordinator
A.A., College of Marin
B.A., Dominican College

FRANCINE ALLEN

Instructional Specialist English Skills
B.A., University of California, Berkeley
M.A., San Francisco State University

SCOTT AMOS

Gardener
Maintenance and Operations

KATHLEEN ARIMA

Bookstore Clerk
A.A., Monterey Peninsula College

FRANCISCO AVILES

Accounts Payable Specialist
Fiscal Services

EMY BAGTAS-CARMONA

Transfer and Career Center Technician
Student Development and Special Services
M.A., California State University, Chico

CECILE BANKS

Financial Aid Specialist, IVC
A.A., College of Marin
B.S., San Francisco State University

LESLIE BARKER

Accountant, Fiscal Services
B.S., San Francisco State University

NAGHMEH NATALIE BARZEGAR

Account Specialist
Fiscal Services

STEVE BERRINGER

Equipment Manager
Physical Education and Athletics
A.A., College of Marin
B.A., University of San Francisco

MARYGALE BEYER

Laboratory Technician
Computer Lab, IVC
B.S., University of California, Berkeley, Davis

AMANDA BOOTH, INTERIM

Human Resources Specialist

OLGA BORISSOVA

Administrative Assistant
Fine/Visual Arts

JAMES BOWSHER

Instructional Specialist
English Skills
B.A., Denison University
M.A., San Francisco State University

BOBBY BRADFORD

Instructional Specialist
Adaptive Physical Education
Alternate Media Specialist
Disabled Students Program
A.A., College of Marin
B.A., M.A., Dominican University of California

STEVEN B. BROWN

Media Services Coordinator
A.A., College of Marin

THOMAS C. BURKE

Gardening Services Supervisor
A.A., College of Marin

BRIANNA BURKHARDT

Program Technician
Disabled Students Program

CHERYL CARLSON

Program Specialist
Community Education and Services
A.A., College of Marin

JIL CHADWICK

Bookstore Clerk

ROBERT CHAMBERLAIN

Gardener
Maintenance and Operations
A.A., College of Marin

BRIAN CHI

Network/PC/Telephone Technician
Information Technologies

SCOTTI CLAIR

Media Center Assistant
Learning Resources
B.A., University of Miami, Florida

SHILOH COKINOS

DSPS E-Text Specialist
Disabled Students Program

RODNEY CRAIG

Gardener
Maintenance and Operations

MELODY A. CREEL

Information Technician
Research and Planning
B.S., University of California, Davis
M.B.A., Golden Gate University

JULIO CRUZ

Custodian
Maintenance and Operations

NICOLE CRUZ

Administrative Assistant to the Director
of Communications and Community Relations
B.F.A., California College of the Arts

BARBARA DAVID

Administrative Assistant to the Dean/Director
of Organizational Development and Planning

SCOTT DE YOUNG

Custodian
Maintenance and Operations

MARK DEINES

Instructional Assistant
Automotive Technology

LEE DEO

Office Technician
Admissions and Records

ALICE DIELI

Laboratory Technician
Computer Science
B.A., State University of New York, Oswego
M.S., State University of New York, Potsdam

KATHERINE DODELE

Office Technician
Counseling

STEVE DODSON

Computer Access Specialist
Information Technologies

PAUL DOMINGUEZ

Gardener
Maintenance and Operations
B.A., University of California, San Diego

BARRY DOUGLAS

Locksmith/Carpenter
Maintenance and Operations

JASON DUNN

Laboratory Technician
Ceramic and Sculpture Fine Arts

CHRIS M. EDMONDSON

Network Administrator
Information Technologies
A.S., College of Marin

ROGER EGBERT

Custodian
Maintenance and Operations

AFTAB ENTY

Laboratory Technician
Biology
A.A., A.S., College of Marin

DAVID ERLLENHEIM

Buyer
Fiscal Services

PHILLIP FAHY

Gardener
Maintenance and Operations

PAUL FANTA

Electrician
Maintenance and Operations
B.A., University of California, Berkeley

DIANE FAW

Administrative Assistant to the Dean
of Math, Sciences, and Learning Technologies

DONALD FLOWERS

Maintenance Supervisor

PAULETTE FOSTER

Admissions and Records Specialist
A.A., College of Marin

MARILOU FRAGATA

Accounts Payable Specialist
Fiscal Services
B.S., Far Eastern University, Manila, Philippines

DEE FRAITES

Testing Technician
Student Development and Special Services
A.A., Graham College

KELI GAFFNEY

Office Technician
Admissions and Records
B.S., University of Phoenix

KAITLYN GALLAGHER

Instructional Specialist
English

JEAN-FELIX GALZAGORRY

Custodian
Maintenance and Operations

MARIE GALZAGORRY

Custodian
Maintenance and Operations

DAVID GARDINER

Network/PC/Telephone Technician
Information Technologies
A.A., College of Marin
B.A., Emory University

CANDICE GARRETSON

EOPS Coordinator
A.A., College of Marin
B.A., New College of California

STEVEN GARRETT

Gardener
Maintenance and Operations

KIRSTEN GISLE

Human Resources Technician
B.S., University of Colorado

KATHLEEN A. GOLD

Bookstore Manager

JANICE GOUCHER

Graphics Design Specialist
Marketing
A.S., College of Marin
B.S., University of California, Berkeley

JON GUDMUNDSSON

Laboratory Technician
Communications

ANDY HABER

Telecommunications/Electronics Specialist
Media Services

ALGANESH HAGOS

Curriculum and Articulation Technician
Office of Instructional Management

JESSE HARBISON

Reprographics/Mail Clerk

GORDON HARGREAVES

Instructional Assistant – Sculpture
Fine Arts

GORDON HEDEMARK

Instructional Assistant
Learning Disabilities

TONYA HERSCH

Instructional Specialist
English

CAROLYN HEW

Laboratory Technician
Dental Assisting

CARSON HILDRETH

Administrative Assistant
Math and Sciences
B.S., Macalester College, Minnesota

HEATHER HOLLIDAY

Administrative Assistant
to the Director of Modernization

M. THOMAS HUDGENS

Curriculum and Articulation Technician
Office of Instructional Management
B.A., Cornell University

ANDREA HUNTER

Financial Aid Specialist
B.S., University of Phoenix

LINDA HYLAND

Office Technician
Children's Center and ESL Intensive-IVC

LORETTA INDART

Accountant
Fiscal Services

MICHAEL IRVINE

Laboratory Technician
Music
B.A.(2), Sonoma State University
M.A., University of California, Berkeley

ROBIN JACKSON

Drama Production Technician
B.A., San Francisco State University

ROSE JACQUES

Administrative Assistant
Learning Resources

PATIENCE JAMES

Office Technician
Admissions and Records
A.A., College of Marin
B.S., San Francisco State University

CYNTHIA JOHNSON

Electrician
Maintenance and Operations

RHONDA JONES

Administrative Assistant to the Dean/Director
Student Development and Special Services
B.A., M.A., Saint Mary's College, Los Angeles

KATHLEEN JOYNER

Administrative Assistant to the Vice President
College Operations

MARYANN KAEHLER

Systems Support Administrator
Information Technologies

DANIEL A. KEENER

Custodian
Maintenance and Operations
A.A., College of Marin

CHARLES D. KESECKER

Police Sergeant
A.S., Santa Rosa Junior College

MAURICE KIDD

Custodian
Maintenance and Operations

THELMA KIDD

Office Technician
Admissions and Records

KI-EL

Bookstore Clerk

KATHLEEN KIRKPATRICK

Staff Development Program Administrator
B.A., M.A., San Francisco State University

JESSE KLEIN

Administrative Assistant
Community Education
A.A., College of Marin

MICHAEL KLEIN

Reprographics/Mail Clerk

DIANE KUKAHIKO

Administrative Assistant
Physical Education

MARC KUNCE

Plumber
Maintenance and Operations

JAMES KUROMIYA

Curriculum and Articulation Technician
Office of Instructional Management
B.A., California State University, Los Angeles

NANCY KUTCHER

Media Center Specialist
Learning Resources

DAVID LA ROCCA

Custodian
Maintenance and Operations

KIMIE LAKOMSKI

Human Resources Technician

VICKIE L. LAMKE

Administrative Assistant
Student Affairs

CHRISTELLE LARRE

Custodian
Maintenance and Operations

STEPHEN LEE

Custodian
Maintenance and Operations

WENDY KE LEE

System Support Technician
Information Technologies
B.S., National Cheng-Chi University, Taiwan
M.S., Golden Gate University

CONNIE LEHUA

Human Resources Specialist

SEAN LLOYD

Instructional Specialist
Mathematics
M.A., San Francisco State University

LAURIE LOEFFLER

Administrative Assistant to the
Dean of Workforce Development
College and Community Partnerships

PETER LOEFFLER

Laboratory Technician
Auto Technology

LAN-LING LONG

Learning Resources Assistant
A.S., College of Marin

GINA LONGO

Administrative Assistant to the
Dean of Enrollment Services
A.A., City College of San Francisco

EILEEN MADDEN

Financial Aid Technician
B.A., San Francisco College for Women

DAVID MAHONEY

Graphic Design Specialist
Marketing

DEIDRE MARTINEZ

Laboratory Technician
Microbiology
A.A., College of Marin

MANUEL MARTINEZ

Custodian
Maintenance and Operations

MILES MAYO

Program Technician
Disabled Students Program

MARCO MINOIA

College Police Services Assistant

PEARVINE MITCHELL

Health Services Assistant

DAVID MITCHELL

Heating and Air Conditioning Mechanic
Maintenance and Operations

MELINDA MOLLOY

Confidential Administrative Assistant
President's Office
B.A., Humboldt State University
M.S., Capella University

PEARL MONEMZADEH

Human Resources Specialist

TOU MOUA

Police Officer

FAYE MUELLER

Instructional Specialist
Testing/Distance Education

JO A. MUILENBURG

Instructional Specialist
English Skills
B.A., University of North Carolina

CLAUDETTE MULDOWNEY

Human Resources Specialist

JASON MURPHY

Instructional Assistant
Mathematics

MINA NAMVAR

Administrative Assistant
English/Humanities, Communications, ESL
Credit, Modern Languages

DONG NGUYEN

Administrative Assistant
Office of Instructional Management
A.A., College of Marin
B.S., San Francisco State University

TRANG NGUYEN

Learning Resources Assistant

KIM O'GARA

Curriculum and Articulation Specialist
Office of Instructional Management
A.S., College of Marin
B.A., M.F.T.I., Dominican University

JUAN OBREGOZO

Custodial Services Supervisor

VIVIAN B. OLSEN

Administrative Assistant
Behavioral and Social Sciences, Business and
Information Systems
A.S., City College of San Francisco
B.S., Humboldt State University

GUADALUPE OROPEZA

Painter
Maintenance and Operations

AARON OSHEROFF

Database Administrator
Information Technologies
B.S., San Francisco State University

JULIE OYLE

Administrative Assistant
Workforce Development

ALICIA PASQUEL

Instructional Specialist
English Skills/Communications
B.A., University of California, Berkeley

JEFFREY PAUL

Accompanist
Music

JOAN PAULINO

Office Technician
Admissions and Records
A.S., Medical Assisting

JEFFERY M. PECK

System Developer
Information Technologies
B.A., M.B.A., San Francisco State University

HEATHER PEITZ

Office Technician
Community Education and Services

CAROL L. PEREZ

Financial Aid Technician

MYLO PETERSON

Receiving Clerk
Maintenance and Operations

JOANNA PINCKNEY

Administrative Assistant, Music

CESAR POMAJULCA

Laboratory Technician,
Nursing Education

CONSUELO RAFANAN

Microcomputer Coordinator
Community Education and Services
A.A., Mt. San Antonio College

BECKY REETZ

Tutoring Center Coordinator
A.A., College of Marin
B.A., M.A. Sonoma State University

ANNIE RICCIUTI

Reprographics and Mail Supervisor

VONDA RILEY

Bookstore Clerk

JOAN RINALDI

Administrative Assistant
Health Sciences
A.A., A.S., College of Marin

MARK ROBINSON

Laboratory Technician
Physics

RICHARD RODGERS

Laboratory Technician
Physics
A.A., College of Marin

JOHN RODRIGUEZ

Carpenter
Maintenance and Operations

MARY A. ROSS

Instructional Assistant
Court Reporting

DUSTIN RUIZ

Police Officer
B.A., Sonoma State University

SHERRY SACUZZO

EOPS/CALWORKS Specialist

DIEDRE SAENZ

Laboratory Technician
Biology
A.A., College of Marin

MARY SAGE

DSPS E-Text Assistant

LESLIE SARFERT

Office Technician
Admissions and Records
B.A., Manhattanville College Purchase, New York

JOSEPH SCARCELLA

Athletic Trainer

BURTON SCHANE

Programmer
Information Technologies

SHARON SCHILLINGS

Office Technician
Admissions and Records

BETTY SCHLAEPFER

Executive Assistant
President's Office
B.A., San Francisco State University
M.S., Baylor University, Waco, Texas

WILLIAM SCHMITT

Police Officer

CAROL SCIALLI

Administrative Assistant to the Vice President,
Student Learning
B.A., Rider University, New Jersey

SUSAN SCOTT

Administrative Assistant, Counseling
A.A., Cabrillo College
B.A., University of California, Santa Barbara

DIANA SCRANTON

Instructional Specialist
Disabled Students Program
A.A., Santa Rosa Junior College
B.A., Sonoma State University

THEO SEDIE

Accounts Payable Specialist
Fiscal Services

ELLEN SHAW

Office Technician
Admissions and Records

ELIZABETH SHEOFSKY

Instructional Specialist
English Skills
B.A., University of San Diego

GREGORY SMITH

Instructional Specialist
Business and Information Systems

RION SMITH

Instructional Specialist
English Skills

SARAH SMITH

Financial Aid Assistant
A.A., College of Marin

ALBERT SO

Print Production Specialist
A.S., City College of San Francisco

ROWENA SOUTHARD

Instructional Specialist
English Skills

JENNIFER SPEASE

Office Technician
Admissions and Records

DODD STANGE

Maintenance Mechanic

BARBARA ST. JOHN

Administrative Assistant
Maintenance and Operations

MICHAEL STINSON

Laboratory Technician
Chemistry
B.A., California State University, Fullerton

JOANNE STROUD

Bookstore Operations Assistant

SANDRA L. TACHIARA

Admissions and Records Specialist
A.A., College of Marin

JO ANN TEER

Office Technician
Admissions and Records
A.A., Alameda Jr. College

LINDA TERRY

Payroll/Benefits Specialist
Fiscal Services

TRACY THOMAS

Pool Maintenance Worker
Maintenance and Operations

PATRICIA TORRES

Testing Center Coordinator
Student Development and Special Services
A.A., Santa Rosa Junior College
B.A., California State University, Sonoma

DORIS A. TUCKER

Payroll/Benefits Specialist
Fiscal Services

MAUREEN UGALDE

Custodian
Maintenance and Operations

GAYLENE URQUHART

Technical Assistant
Library

KAREN VAN KRIEDT

Program Specialist
Community Education and Services

FRANCES VAN LOAN

Technical Assistant
Library

SEANNA VILLARREAL

Office Technician
Admissions and Records

BILL WADSWORTH

Gardener
Maintenance and Operations

DUSJA WAGNER

Instructional Specialist
Disabled Students Program
B.A., University of Stockholm

RONALD WALASHEK

HP Operator
Information Technologies

KEVIN WEST

Laboratory Technician
Business and Information Systems

DAVID WHITE

Designer/Stage Technician

CATHERINE WHITE-LAMBERT

Media Services Coordinator

DANIEL WIDGER

Police Officer

DEBORAH WIEBERS

Admissions and Records Specialist

JULIA WOODS

Instructional Assistant
Business and Information Systems

FRANK YANEZ

Custodian
Maintenance and Operations

HAILE YOHANNES

Heating and Air Conditioning Mechanic
Maintenance and Operations

JUNE YOKELL

Office Technician
Matriculation
B.F.A., M.F.A., California College of Arts and Crafts

XENIA ZARREHPARVAR

DSPS Support Services Technician
Disabled Students Program

COLLEGE OF MARIN FOUNDATION

The following people are currently serving as volunteer members of the College of Marin Foundation Board of Directors:

Francis W. Parnell, M.D., President**Directors**

Stacey Agoustari
J. Donald Cohon
Charlene Dean
Michael E. Gorton
Ann Hill
Beverlee Johnson
Tom Knopf
Mario Lopez
Dr. Frank Parnell

Ex officio

**President, Board of Trustees, Marin
Community College District**

**President/Superintendent, College
of Marin**

Directors Emeritus

Roy Claxton

Charles B. Gompertz

Honorary Directors

Joan E. Capurro
Irwin P. Diamond
R. Oak Dowling
John Gillin
Patricia York Schumacher

Staff

Margaret A. Elliott, Executive Director

For further information about the College of Marin Foundation, contact the Executive Director, Margaret A. Elliott, Kentfield Campus, (415) 485-9382.

COLLEGE OF MARIN ALUMNI ASSOCIATION

Board of Directors

Shirley Graves, President
Geri Cooper, Vice President
Margaret E. Deedy, Past President
R. J. deRecat, Past President
Cynthia Fay
Charlotte Kissling
Murray Peterson

Advisory Board

John Gillin
Dr. John Niebauer
Dorothy Orchid
Randy Stemmer

Ex Officio

Barbara Dolan, College of Marin Board of Trustees
Margaret Elliott, Executive Director, College of Marin Foundation
For further information about the College of Marin Foundation, contact Shirley Graves, President (415) 883-4834.
www.comalumni.org

COLLEGE OF MARIN EDUCATIONAL ADVISORY COMMITTEE MEMBERS

Educational Advisory Committees are essential to the successful operation of vocational and technical programs. The participation of the Educational Advisory Committee assists College of Marin in providing a curriculum in pace with advancements in business and industry. The following members of the community are representative of the vocational areas listed.

Automotive Collision Repair Technology

Blake Andros
Laura Bertolli
Ken Boatright
Frank Jandura
Gary Kramer
Tony Lofrano
Ron Palmer
Rhody Ringrose

Automotive Technology

Phil Aldrich
Karl Cortese
Yan Dargence
Ken DeMartini
George Hritz
Gary Kramer, Advisory Committee Chair
Geoff Lakritz
Ed Landman
Ron Palmer
Arthur R. Yee
Dan Zaich

Business Office Systems

Joan Beddow
Lynn Christofferson
Tom Millard
Carol Perez
Michael Ransom
Nanda Schorske
Agnes Thomas
Brian Wilson
Dan Zaich

Computer Information Systems

Don Agnew
John Hall
Harry Heim
John Hinds

Leif Jessen
Marcus Larson
Ross Millerick
Michael Ransom
Alan Ritchie
Nanda Schorske
Gregory Smith
Mikol Westling
Brian Wilson

Court Reporting

Christine Bricknell, CSR
Sandy Carransa, CSR
Brandy Carrier, CSR
Maggie Collins, CSR
Denise Doucette, CSR
Debbie Fuqua, CSR
Holly Moose, CSR
Kim Schroeder, CSR

Dental Assisting: Registered

Mindi Buoncristiani, DDS
Merianne Carter, RDA
Violeta Castro-Garcia, RDA
Rachel Felder, RDA
John Herschleb, DDS
Maria Maldonado, RDA
James McDowell, DDS
Marianne Sullivan, RDA
Landan Vakili, DMD
Frances Yankie, DDS

Early Childhood Education

Lyda Beardsley
Maureen Biggart
Jill Bishop
Iris Bradford
Marty Daly
Shaquam Edwards
Janet Egiziano
Betsy Fox
Aideen Gaidmore
Rosalind Hartman, RN, MS
Sarah Johnson
Sandy Kallenberg
Susanne Kreuzer
Barbara Levinson
Betty Rappaport
Amy Reisch
Karen Robinson
Beth Root
Susan Saunders
Nanda Schorske
Heidi Tomski
Tina Warren
Heidi Willetts
Dan Zaich

Environmental Landscaping

Charlene Burgi
Stacey Carlsen
Brigid Flagerman
Edward Hulme, Advisory Committee Chair
Heather Simon
Ginny Kuhel
Michael Smith
Chris McNairy
Ron Palmer
Dan Penry
Steve Swain
Paul Da Silva
Fernando Agudelo-Silva

Machine and Metals Technology

Richard Briare, Advisory Committee Chair
Drew Case
Jim Dour
Warren Ellis
Lee Erwin
Mike Fuelle
George Kameoka
Arthur Lutz
Mark Norstad
James Owen
Dan Seright
Douglas White

Medical Assisting

Harvey Bichkoff
Madeline Clements
Mary Alice Miller
Bob Redlo
Mary Tobin

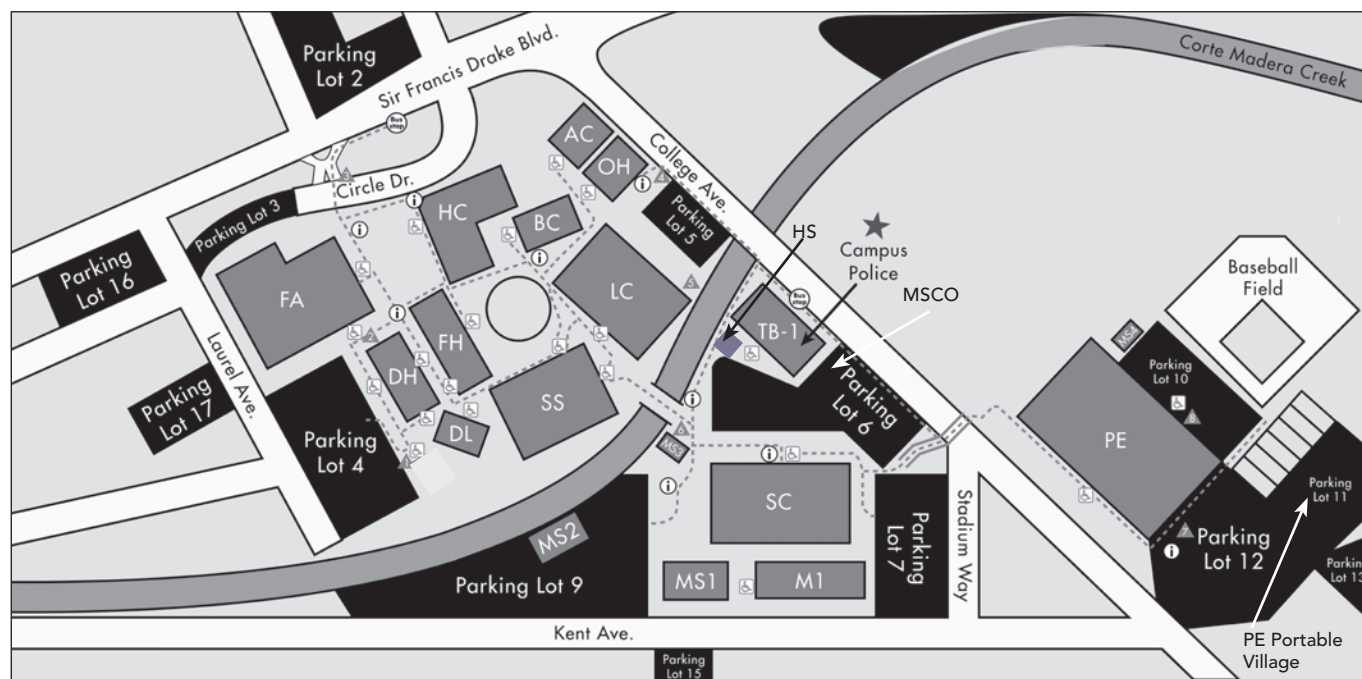
Multimedia

Daniel Ari
James Gonzalez
Suzanne Harle
Pilar Lewis
James Petrillo
Bill Russel
Nanda Schorske
Mark Valentine
Derek Wilson

Nursing Education: Registered

Alex Agbay, RN
Jodi Arnheiter, RN
Caroline Axt, RN
Betsy Borregard, RN
Mary Ann Haeuser, RN, MS
Irene Pakel, RN, MPH
Vickie White, RN, MS
Enea Zolezzi, RN
Carol Zeller, RN, MSN

Kentfield Campus Map and Directory



College of Marin
Kentfield Campus
 835 College Avenue
 Kentfield, CA 94904

Police Phone Numbers
Emergency: 911 or, from a
Campus extension, 9-911.
Urgent: 415.485.9696
Kentfield Police Business:
415.485.9455

Fall 2009 Special Parking Information

While our campus is under construction, all or portions of Parking Lots 4 and 9 are closed. Lots 12 and 15 typically have spaces available, and lot 13 remains a "free" lot. We appreciate your patience.

Parking

Vehicles on campus are subject to parking and traffic regulations by the Board of Trustees, Marin Community College District.

All cars must have a parking sticker, or display a daily parking permit which may be purchased from the parking ticket dispensers located in parking lots.

Parking permits are required at all times, except Saturdays, Sundays and school Holidays, and in Lot 13.

AC
 Administrative Center
 Children's Center

BC
 Business and Management Center

DL
 Dance Center
 Landscape Management Center

DH
 Dickson Hall

FA
 Fine Arts Center
 Art Gallery
 Box Office
 Theatre

FH
 Fusselman Hall

HC
 Harlan Center
 Community Education
 ESL

HS
 Health Services

LC
 Learning Resources Center
 Library
 Bookstore
 Disabled Students

M1
 Maintenance Office

MS3
 SWINERTON OFFICE

MSCO
 Marin County Sheriff Substation

OH
 Olny Hall and Auditorium

PE - Closed for Construction*
 Physical Education Center
 Gymnasium
 Pools

PE Portable Village
 Physical Education

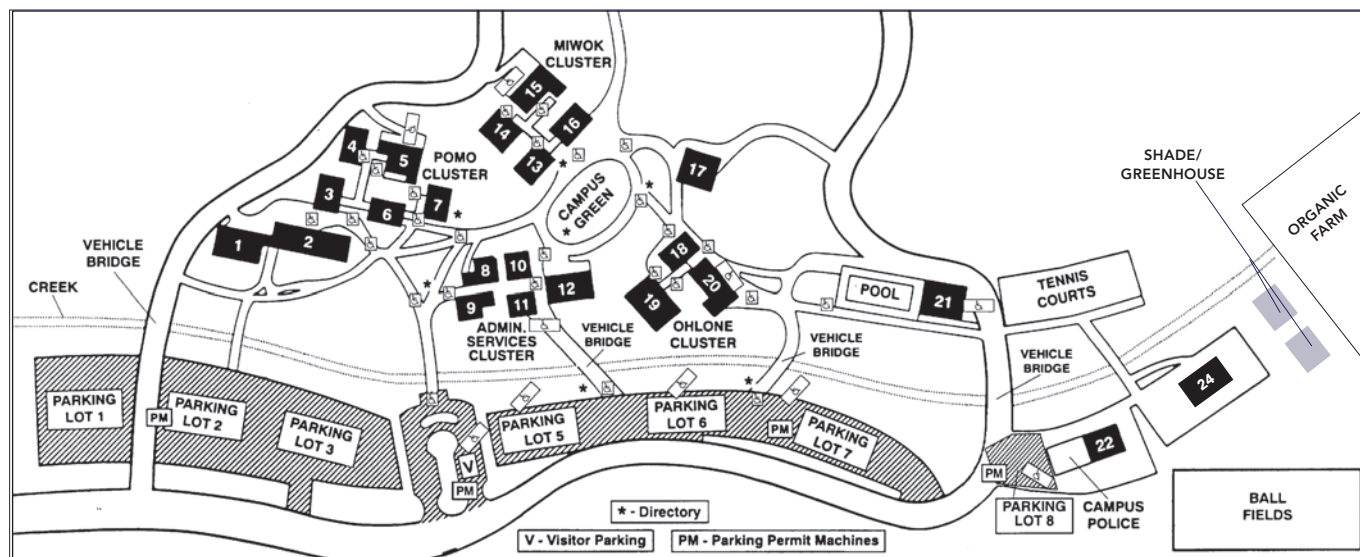
SC
 Science Center

SS
 Student Services Center
 Registration
 Cafeteria
 Emeritus

TB-1
 Temporary Building
 Campus Police

- Handicapped Entrance
- Handicapped Pickup/Drop Off
- Directories
- Indicates accessible route

Indian Valley Campus Map and Directory



College of Marin
Indian Valley Campus
1800 Ignacio Blvd.
Novato, CA 94949

Emergency:
911 or 9-911 from Campus extension
Urgent: 415.485.9696
IVC Police Business Phone:
415.883.3179

FALL 2009 Parking Information

While our campus is under construction, Parking Lots 1, 2, 3 and 4 are closed while the projects are completed. We appreciate your patience.

Motorcycle and handicap parking available

Vehicles on campus are subject to parking and traffic regulations by the Board of Trustees, Marin Community College District.

All cars must have a parking sticker, or display a daily parking permit which may be purchased from the parking ticket dispenser.

Parking permits are required at all times, except Saturdays, Sundays, and school holidays.

POMO (PM)

1. Auto Collision Repair Lab
(ACRT & AUTO courses moved to Bldg 24 during Construction)
2. Auto Technology Lab
(ACRT & AUTO courses moved to Bldg 24 during Construction)
3. General Classrooms/Labs/Offices/
Medical Assisting Lab/Food Vending
(Rooms 150-154, 250-263)
4. Machine & Metals Tech
(Rooms 160-175)
5. SIM Center (Rooms 180-189)
6. General Classrooms/Labs/Offices
(Rooms 100-119, 200-218)
7. Multi Media Lab & Offices
(Rooms 190-199)

ADMINISTRATIVE SERVICES (AS)

8. Student Services
9. Fiscal Services, College Operations,
Health Center
10. Emeritus Meeting Room/
Swinerton Office
11. Information Systems Center
12. EMT / General Classroom
Child Care Center (CS)

MIWOK (MW)

13. Offices/Court Reporting Labs
(Rooms 120-122, 226)
14. Computer Lab (Room 144)
15. Studio Theatre (Rooms 170, 181)
16. Classrooms/Offices/Env. Landscape/
Center for Sustainable Horticulture
(Rooms 101-117, 202-217)

BUILDING #17

17. Career Study Center/Internet Café/
Math, English, Computer Labs

OHLONE (OL)

18. Computer Labs (Rooms 120-135)
19. General Classrooms/Labs/
Offices/Computer Lab Comm. Ed/
Intensive English Program
(Rooms 141-164, 202-223)
20. Food Vending/PE/DSPE/PE/
Classrooms/Board Meetings
(Rooms 101 - 106)
21. Pool/Shower-Locker Bldg.
22. Campus Police/Corporation Yard

TRANSPORTATION COMPLEX

24. A: Auto Collision & Repair
B: Auto Technology Lab

ORGANIC FARM, SHADE / GREENHOUSE

REST ROOMS:

Buildings 5, 6, 9, 11, 13, 15, 17, 19, 20

INDEX

A

Academic
 Calendar, Fall 2009 8
 Calendar, Spring 2010 9
 Information 24
 Programs 12
 Renewal 26
Academic Records 30
 Access to 31
 Challenge of 30
 Student Rights 30
Accounting 104
Accreditation 11
Adding Classes 23
Administration of Justice
 Advanced Placement 29
 Courses 68
 Program 68
Administrators, College 11
Admissions
 International Student 17
 Policy 17
 Special Part Time Student 17
Advanced Placement 28
 Test 60
Advisories 18, 67
Alcohol-Free Policy 41
Alpha Sigma 36
Alumni Association 273
American Sign Language
 Courses 69
 Program 69
Analytical Thinking 47
Animation Skills 209
Anthropology
 Courses 70
 Program 70
Application for Graduation 45
Applied Design 75, 76
Architecture
 Courses 73
 Program 72
Art
 Courses 76
 Program 75
ASL (American Sign Language) 69
Assaults on Campus 41
ASSIST (Articulation Website) 55
Associate Degree Programs 48
Associated Students 39
Associate in Arts (A.A.) 48
Associate in Science (A.S.) 48
Astronomy
 Courses 85
 Program 84
Athletic, Intercollegiate
 Eligibility 37

 Program 238
Attendance 24
Audio Production 209
Auditions 214
Automotive Collision Repair Technology
 Courses 87
 Program 85
Automotive Technology
 Advanced Placement 29
 Courses 92
 Program 89

B

Baccalaureate degree credit courses 58
Ballet 132
Basic Skills 13, 51, 258
 Classes 26
 Programs 37
Behavioral Science 50
 Courses 95
 Program 95
Biology
 Courses 97
 Program 96
Board of Governors Fee Waiver (BOGW) 21
Board of Trustees 3
Bookstore 35
Business
 Administration 104
 Courses 105
 General 104
 Management 105
 Program 104
Business and Information Systems
 Advanced Placement 29
 Labs 36
Business Office Systems
 Courses 109
 Program 108
Bus Service 39
Buy-back Policy, Bookstore 35

C

Calendar
 Community Education Program 10
 Credit Program Fall 2009 8
 Credit Program Spring 2010 9
Cal Grants 21
California Residency 17
California State University (CSU)
 General Education 56
 IGETC 59
 Lower Division Transfer Admission 55
 Required Placement Tests 55
 Transcripts 56
 Transferable Marin Courses 58
 Transfer Information 55
 Upper Division Transfer Eligibility 55
CalWORKs 35

Cancellation of Programs/Classes 23
CARE 37
Career
 Certificate Programs 51
 Employment Center 38
 Transfer Center 39
Catalog Rights 45
Certificate of Achievement 51, 52
 Additional 51
 Awarding 45
 Programs 51
Certified Shorthand Reporter 126
Challenge of Records 30
Changes 24
Chassis Repair Technician 89
Chemistry
 Advanced Placement 28
 Courses 111
 Program 111
Child Care 35
Children's Centers 35
Chinese
 Courses 113
 Program 113
Choreography 132
Classes with Time Conflicts 24
Classified Managers 268
Class Schedule 12
CLEP 29
Clubs 39
College
 Administrators 11
 Honor Societies 36
 Skills 114
 Work-Study Program 22
College of Marin
 Accreditation 11
 Foundation 273
 History 11
 Mission Statement 6
Communication and Analytical Thinking 47
Communications
 Courses 115
 Program 114
Communication Studies 49
Community
 Grants 22
 Services 12
Community Education 12
 Program Calendar 10
Compliance Officer 23
Composition, Written 47
Computer Centers 36
Computer Information Systems
 Courses 117
 Program 115
Computer Science
 Courses 121
 Program 121
Conduct 40
Consecutive Semesters 24

Cooperative Agencies Resources for Education
(CARE) 37
Corequisites 18, 67
Coronal Polish 139
Counseling 37
 Courses 123
 Program 123
Course
 Descriptions 67
 Numbering System 67
 Substitution 32
Court Reporting
 Courses 127
 Program 125
Credit by Examination 27
Cross-Cultural Studies 47

D

Dance
 Courses 132
 Program 132
Degree
 Awarding 45
 Programs 45, 52
Dental Assisting: Registered
 Courses 140
 Program 138
Dependent of Veterans Fee Waiver 22
Digital Printing 209
Directed Study 30, 143
Directory Information 31
Disability Coordinator 23
Disabled Students 37, 258
 Parking 40
 Program 37
Discriminación positiva 14
Dismissal 25
 Readmission after 28
 Standards 28
Distance Learning 38
Drama
 Courses 144
 Program 143
Dropping Classes 23
Drug-Free Policy 41

E

Early Childhood Education
 Advanced Placement 29
 Courses 149
 Program 147
Echo Times 37
Economics
 Courses 153
 Program 153
Education
 Courses 154
 Program 154
Educational Advisory Committee Members 274

Electrical/Performance Technician 90
Electronics Technology
 Courses 155
 Program 155
Eligibility for Financial Aid 21
Emergency Loans 22
Emeritus College 13, 259
Emeritus Students Program 13
Engineering
 Courses 156
 Program 155
English
 Advanced Placement 28
 Courses 159
 English Skills Courses 159
 Nontransferable Courses 161
 Program 158
 Transferable Courses 161
English as a Second Language 13
 Credit 13, 114, 166
 English Skills 114, 159
 Intensive English Program 13
 Noncredit 13, 114, 165
 Program 165
Enrollment Fee Waivers 21
Environmental Landscaping
 Courses 170
 Program 169
Environmental Science 97
EOPS 37
Equal Opportunity 23
Equivalent Course Work 67
Ethnic Studies
 Courses 173
 Program 172
Examinations 28
Extended Opportunity Programs and Services
(EOPS) 37

F

Faculty and Management 265
Fall Semester 2009 8
Federal Grants 21
Federal Stafford Subsidized Loans 22
Fees
 Enrollment 20
 Type and Amount 20
 Waivers 21
Filmmaking 175
Film/Video
 Courses 175
 Program 174
Final Grade 25
Financial Aid 21
 Available Programs 21
 Determination of Need 21
 Eligibility 21
Fire Technology
 Courses 178
 Program 177

First Class Meeting 23
Food Service 37
Foreign Colleges Transcripts 32
Forged/Altered Transcripts 27
Forged Signatures 27
Foundation, College of Marin 273
Free Application for Federal Student Aid
(FAFSA) 21
French
 Courses 179
 Program 178

G

G.E.D. Preparation 13, 37
General Education 45, 46
 Courses 46
 CSU Transfer 55, 56
 For Graduation 45
 For Liberal Arts Degree 48
 Philosophy 45
Geography
 Courses 180
 Program 180
Geology
 Courses 182
 Program 181
Grade
 Changes 27
 Incomplete 25
 In Progress 25
 Point Average 24
 Points 24
 Symbols 24
Grading 24
 Systems 67
Graduation
 Application for 45
 Requirements 45
Grievances 40
Guaranteed Admission Transfer Contracts 59

H

Health and Safety 258
Health Education
 Courses 185
 Program 184
Health Services 35
High School
 Articulation 29
 Credit 24
History
 Advanced Placement 28
 Courses 186
 Program 186
History of the College 11
Honor List 28
Honor Societies 36
How to Use This Catalog 10
Humanities 46, 48

Courses 190
Program 189

I

IGETC 59
 Certification 60
Indian Valley Campus Map and Directory 276
Infection Control 140
In Progress Grades 25
Insurance, Student 35
Intensive English Program 13
Intercollegiate Athletic Eligibility 37
Intercollegiate Athletic Program 238
Interdisciplinary Degree Programs 48
Internet Café 36
Intersegmental General Education Transfer
 Curriculum (IGETC) 59
Italian
 Courses 192
 Program 191

J

Japanese
 Courses 193
 Program 193
Jazz Dance 132
Job Placement 38
Journalism
 Courses 194
 Program 194

K

Kentfield Campus Map and Directory 275

L

Landscape
 Construction 169
 Maintenance 169
Language Arts 48
Liberal Arts Degree 48
Library 38
 Courses 196
 Program 196
Limitations on Enrollment 67
Lower-Division Transfer Patterns (LDPT) 64

M

Machine and Metals Technology
 Courses 197
 Program 196
Machine Shorthand Option 125
Mailing Address 1
Major Performing Ensemble 214
Major Requirement 45

Marin Education Fund Grants (MEF) 22
Mass Communications 115
Master Collision Repair 85
Master Repair Technician 90
Mathematics
 Advanced Placement 28
 Courses 198
 Proficiency 45
 Program 198
Matrícula abierta para todos 14
Media Courses (Distance Learning) 38
Medical Assisting
 Administrative 204
 Clinical 205
 Courses 205
 Program 203
Midterm Grade 25
Military
 Credit 28
 Fee Exemption 22
 Units 32
 Withdrawal 20
Mission of California Community Colleges 11
Mission Statement for College of Marin 6
Modern Dance 132
Motorcycle Parking 40
Multimedia Studies
 Courses 209
 Labs 36
 Program 208
 Specialties 208, 209
Music
 Courses 214
 Program 213

N

Natural History 96
Natural Science 46, 49
Nonattendance 23, 24
Noncredit
 Courses 258
 Instruction 12
Nonrepeatable Courses 25, 26
Números de Teléfono Importantes 14
Nursery Management 169
Nursing Education 219
 Courses 228
 Enrollment Procedures 220, 224
 Noncredit Courses 233
 Program 219
 Substitution of Prerequisites 32, 221, 225

O

Occupational Program Certificate 51
Office Numbers 42
Older Adults 259
Online Student Transfer Information System 55
Open College 23
Oportunidades Educativas 14

Outreach 38

P

Parking 39, 40
 Disabled 40
 Student Permits 40
Pass (P)/No Pass (NP) 25
Pell Grants 21
Performing Arts 38
Personal Fitness Training 234
Philosophy
 Courses 233
 Program 233
Phone Numbers 42
Physical Activity 47
Physical Education
 Courses 234
 Program 234
Physical Sciences 51
Physics
 Courses 240
 Program 240
Pit and Fissure Sealants 139
Placement Tests 55
Policies
 Conduct 40
 Grievances 40
Política de Matrícula Abierta 14
Political Science
 Courses 242
 Program 241
Prerequisite Challenges 67
Prerequisites 18, 67
Probation 25
Psychology
 Courses 244
 Program 243
Pueden producirse cambios sin previo aviso 14
Puente Program 39

R

Radiology Safety 139
Real Estate
 Appraisal 247
 Courses 247
 Law 247
 Program 246
 Property Management 247
Records 30
 Access 31
 Record of Access 32
 Release of 31
 Review and Challenge 30
 Student Rights 30
 Types and Locations 30
Reduced Fees 18
Refunds 20
 Bookstore 35
Registered Nursing 32, 219

Registration
Fees 20
Late 19
Priority 19
Where to Register 19
Repeatable Courses 26
Report Delayed Grade 25
Residence for Graduation 45
Residency
Adjustments 18
Appeals 18
Requirements 17

S

Scholarship for Graduation 45
Scholarships 22
School Relations 38
Science Center Computer Labs 36
Screenwriting 175
Sexual Assault 41
Sigma Nu 36
Skills Certificates 51, 52
Smoking 41
Social and Behavioral Sciences 46
Social Science 50
Courses 249
Program 248
Sociology
Courses 250
Program 249
Sound and Video Design 208
Spanish
Courses 251
Program 251
Speech
Courses 254
Program 253
Spring Semester 2010 9
Standards
For Dismissal 28
For Probation 28
State Grants 21
Statistics 255
Courses 255
Student
Affairs 39
Clubs 39
Conduct 40
Employment 22
Grievances 41
Identification Number 17
Insurance Policy 35
Loans 22
Newspaper 37
Parking 40
Petitions 30
Representation Fee 22
Services 35
Success Workshop 19
Units and Hours 67
Study Skills 255
Courses 255
Substandard Grades 25
Successful Completion 25
Supplemental Education Opportunity Grant
(SEOG) 21
Support Staff 268

T

Table of Degree Programs, Transfer, Certificates
52
Tax Credit 22
Testing 39
Transcripts 30, 32
Transfer
Admission Requirements 55
Center 39
Information 55
Programs 52
Transferable Courses 58
Transportation 39
Tutoring and Learning Center 40

U

United States History Requirement 56, 61
Unit Load 23
Units 24, 45, 67
University of California (UC)
Guaranteed Admission Transfer Contracts 59
IGETC 59
Lower Division Transfer 59
Transfer Eligibility Requirements 59

V

Veterans
Dependents 22
Educational Benefits 22
Work Experience 257
Visual and Performing Arts 50

W

Web Address 1
Welding 197
Wireless Access 38
Withdrawal 25, 26
Work Experience Education
Courses 257
Information 256
Writing Center 37
"W" Symbol 26



© 2009 College of Marin

College of Marin is fully
accredited by the Accrediting
Commission for Community
and Junior Colleges of the
Western Association of
Schools and Colleges.

KENTFIELD CAMPUS

835 College Ave.
Kentfield, CA 94904

INDIAN VALLEY CAMPUS

1800 Ignacio Blvd.
Novato, CA 94949

www.marin.edu

415.457.8811