

# 2011-2012 CATALOG



COLLEGE OF  
**MARIN**

## **PRESIDENT'S MESSAGE**



Dear Students, Prospective Students, and Community Members:

Welcome to College of Marin, one of California's premier community colleges. Inside this catalog, you will find information about the wide variety of programs and services that we offer. Whether you are a first time college student, returning to college, or interested in lifelong learning, you will find that College of Marin is an excellent place to start or continue your higher education.

College of Marin is a vibrant place of learning offering a robust academic curriculum and a supportive environment. Our outstanding faculty, small class size, and excellent support services are a few of the many good reasons to consider enrolling at College of Marin. Our faculty members are dedicated to teaching and our smaller classes provide students with greater opportunities for more personalized attention.

College of Marin's diverse student population represents a wide range of interests and backgrounds. Some of our students enroll to learn basic skills such as English or mathematics; others plan to transfer to a baccalaureate university or are training for new careers. All are welcome here to pursue their dreams.

We are very proud of our students and alumni. Many have gone on to accomplish great things and enjoy successful careers in a variety of fields, including nurses, doctors, judges, teachers, journalists, publishers, entrepreneurs, scientists, and renowned actors. Our esteemed alumni include: Academy Award-winning actor Robin Williams, Chief Engineer of the Mars Rover Project Dr. Adam Steltzner, Academy Award-nominated actress Kathleen Quinlan, Vice-President of the Seattle Seahawks and football coach Pete Carroll, zoologist Dr. Dian Fossey, and actor David Ogden Stiers, among others.

If you are looking for a chance to improve your life through higher education, I hope that you will consider joining us at College of Marin in the near future. If you are a current student, I wish you all of the best.

Sincerely,

A handwritten signature in black ink that reads "David Wain Coon". The signature is written in a cursive, flowing style.

David Wain Coon, Ed.D.  
Superintendent/President

## COLLEGE OF MARIN BOARD OF TRUSTEES

Trustee	Term
Diana Conti, President	To 2013 (since 2009)
Barbara J. Dolan, Member	To 2013 (since 1985)
Carole Hayashino, Member	To 2011 (since 2003)
Philip J. Kranenburg, Member	To 2011 (since 2003)
Eva Long, Vice President	To 2011 (since 1999)
James S. Namnath, Clerk	To 2011 (since 2007)
Annan Paterson, Member	To 2011 (since 2007)
Wanden Treanor, Member	To 2013 (since 1996)
Raemonnd Bergstrom-Wood, Student Trustee	To 2012 Academic Year (since 2011)

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  
Cari Torres, Production Coordinator  
Tom Hudgens, Lead Production and Content Coordinator  
Kim O'Gara, Alganesh Hagos, James Kuromiya, Curriculum and Content Support  
Dong Nguyen, Technical Support  
Dave Mahoney, Graphic Design  
Donna Caldwell, Production Consultant  
David Paul Morris, Cover Photo Credits  
Shook Chung, Web Design

Curriculum Committee Members: Maula Allen, Rebecca Beal, Becky Brown, Rinetta Early, Letta Hlavachek, George Hritz, Kristi Kuhn, Caterina Labriola, Sara McKinnon, Rossana Pagani, Ron Palmer, Mary Pieper-Warren, Joanna Pinckney, A. Joe Ritchie, Paul Smith, Chris Schultz, Diusca Smith

This catalog is in effect from fall 2011 through summer 2012. Consult other official campus publications for updates.

Kentfield Campus  
835 College Avenue  
Kentfield, CA 94904  
  
Indian Valley Campus  
1800 Ignacio Blvd.  
Novato, CA 94949  
Tel: (415) 457-8811  
[www.marin.edu](http://www.marin.edu)



## WHY ENROLL AT COLLEGE OF MARIN?

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

- Transfer to a four-year college or university by completing lower division requirements in your major.
- Train for a new career and earn a certificate or occupational degree offered in a variety of fields.
- Acquire a general background in the major areas of knowledge: the humanities, social and behavioral sciences, and natural and physical sciences.
- Benefit from the diverse backgrounds and extensive experience of a faculty committed to providing quality education.
- Receive guidance and assistance from instructors and counselors to plan a program that meets your individual needs.
- Upgrade skills through specific courses offered at the college.
- Personal enrichment.

## TABLE OF CONTENTS

### SECTION 1

## GENERAL INFORMATION

Fall Semester 2011 Academic Calendar	6
Spring Semester 2012 Academic Calendar	7
How to Use This Catalog	8
About College of Marin	8
Academic Programs	9
Oportunidades Educativas	11

### SECTION 2

## ADMISSIONS, REGISTRATION, AND ACADEMIC INFORMATION

Admissions Information	14
Registration Information	16
Fees	17
Refunds	18
Financial Aid	19
Academic Information	20
Probation	24
Advanced Placement/Academic Credit	25
Academic Records	28

### SECTION 3

## STUDENT SERVICES

Campus Services	32
Student Support Programs/Services	33
Student Activities	36
Standards of Conduct	37
Student Rights and Grievances	38
Additional Phone and Office Numbers	38

### SECTION 4

## GRADUATION AND DEGREE REQUIREMENTS

Catalog Rights	42
Graduation Requirements	42
General Education	42
Associate Degree Programs	44
Certificate of Achievement Programs	47
Skills Certificates	47
Table of A.S./A.A. Degrees	48

### SECTION 5

## TRANSFER INFORMATION

California State University Transfer Information	50
University of California Transfer Information	53

### SECTION 6

## COURSE DESCRIPTIONS

Administration of Justice	60
American Sign Language	62
Anthropology	62
Architecture	64
Art	66
Astronomy	76
Automotive Collision Repair Technology	76
Automotive Technology	80
Behavioral Science	86
Biology	86
Business	93
Business Office Systems	96
Chemistry	99
Chinese	101
College Skills	102
Communication	102
Computer Information Systems	104
Computer Science	108
Counseling	109
Court Reporting	110
Dance	115
Dental Assisting: Registered	119
Drama	124
Early Childhood Education	127
Economics	133
Education	133
Electronics Technology	134
Engineering	135
English	137
English as a Second Language (ESL)	143
Environmental Landscaping	147
Ethnic Studies	150
Film/Video	151
Fire Technology	154
French	155
Geography	156
Geology	157
Health Education	160
History	162
Humanities	164
Independent Study	166
Italian	166
Japanese	168
Journalism	169
Library	170
Machine and Metals Technology	170
Mathematics	172
Medical Assisting	176
Multimedia Studies	180
Music	184
Nursing Education: Registered	188
Philosophy	201
Physical Education	201
Physics	207

Political Science	208
Psychology	210
Real Estate	212
Social Science	214
Sociology	215
Spanish	217
Speech	219
Statistics	221
Study Skills	221
Work Experience Education	222
Noncredit Courses	222

### SECTION 7

## FACULTY, MANAGEMENT, STAFF, AND MAPS

Faculty and Management	226
Support Staff	228
College retirees 2010-2011	232
College of Marin Foundation	232
College of Marin Alumni Association	232
College of Marin Educational Advisory Committee Members	232
Kentfield Campus Map	234
Indian Valley Campus Map	235

# GENERAL INFORMATION



Beginning August 15 and Ending December 16. Saturday Classes Beginning August 20 and Ending December 10.

*\* NOTE: Deadline dates listed above apply to full-term classes only. For short-term classes, please consult the deadline dates on the Short-Term Classes listing in the Schedule of Classes.*

# SPRING SEMESTER 2012 ACADEMIC CALENDAR

Beginning January 23 and Ending May 25. Saturday Classes: Beginning January 21 and Ending May 19

JANUARY							FEBRUARY							MARCH						
1	2	3	4	5	6	7				1	2	3	4				1	2	3	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	4	5	6	7	8	9	10
15	16	17	18	19	20	21	12	13	14	15	16	17	18	11	12	13	14	15	16	17
22	23	24	25	26	27	28	19	20	21	22	23	24	25	18	19	20	21	22	23	24
29	30	31					26	27	28	29				25	26	27	28	29	30	31

APRIL							MAY							JUNE						
1	2	3	4	5	6	7				1	2	3	4	5					1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30

## SCHEDULE OF IMPORTANT SPRING DATES (CLASS DAYS ARE SHADED. HOLIDAYS ARE BOLD)

January 20  
California Residency Determination Date

January 21  
First day of Saturday Classes

January 23  
SPRING INSTRUCTION BEGINS – Day and Evening Classes

January 23 – February 10 in-person, February 12 on-line  
Classes may be added with Add Authorization Code  
(obtain from instructor)

February 4  
Last day to drop or reduce course work to qualify for a  
refund of enrollment fee, nonresident and international  
student tuition

February 6 – March 16  
File an application for Spring graduation and Certificate  
of Achievement

### FEBRUARY 17 – 20

Holidays (Presidents Day weekend) – no classes – COL-  
LEGE OFFICES CLOSED

February 21  
Last day to drop a full-semester class without a W symbol

February 24  
Last day to file a Petition to Add a Class Late

February 27  
Last day to request Pass (P) No Pass (NP) grade

March 1  
Deadline for Cal Grants, MEF Grants and COM Founda-  
tion Scholarship applications

March 23  
End of midterm period

March 30  
Midterm grades available at <http://mycom.marin.edu>

### APRIL 9 – 15

Spring break – no classes – College offices open Monday  
– Friday

April 20  
Last day to drop a full-semester class with W symbol

May 18  
Last day of classes before final examinations

May 19  
Final examinations for Saturday classes

May 21 – 25  
FINAL EXAMINATIONS

June 11  
Final grades available at <http://mycom.marin.edu>

*\* NOTE: Deadline dates listed above apply to full-term  
classes only. For short-term classes, please consult the  
deadline dates on the Short-Term Classes listing in the  
Schedule of Classes.*

## COMMUNITY EDUCATION PROGRAM CALENDAR

Fall Quarter Community Education Classes 2011  
Fall 1: Beginning September 6 and Ending October 22  
Fall 2: Beginning October 24 and Ending December 10

Winter Quarter Community Education Classes 2012  
Beginning January 30 and Ending March 24

Spring Quarter Community Education Classes 2012  
Beginning March 26 and Ending May 19



### CHANGES MAY OCCUR WITHOUT NOTICE

Administrative Procedures and Board Policies, regulations, courses, schedules, 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.

## HOW TO USE THIS CATALOG

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](http://www.marin.edu)

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 42 for general education and other graduation requirements.

- b. Refer to page 44 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 60. 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 42.
  - b. Refer to transfer information on page 50.
  - 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](http://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 60.
  - 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.

## ABOUT COLLEGE OF MARIN

### HISTORY OF THE COLLEGE

College of Marin has been a tradition in Marin County since 1926. Formerly 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 new facilities were under construction. Indian Valley College's 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, four major construction projects have been completed or are very near completion, including the Irwin P. Diamond Physical Education Complex, the new Transportation Technology Education Complex, the Indian Valley Campus Main Building, and the Kentfield Fine Arts Building. Other projects currently underway include: the new Science, Math, and Central Plant Complex and the New Academic Center. In spring 2010, the Irwin P. Diamond Physical Education Center was awarded LEED® Gold by the Leadership in Energy and Environmental Design (LEED®) Building Rating System, which was developed by the U.S. Green Building Council (USGBC).

College of Marin serves the educational needs of the residents of Marin County. Since its inception, the college has offered high quality courses allowing students to complete their freshman and sophomore years of study and transfer to public and private four-year universities. The college awards associate degrees in many transfer majors. A variety of two-year vocational and career programs leading to an 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 members are committed to excellence in teaching. There are 100 permanent faculty, 19 educational administrators, five classified administrators, and 196 professional, technical, clerical, and service employees at the college. In spring 2011, 7,862 students enrolled in the college's credit program. 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.

### 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; English as a Second Language
- 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.

### 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 850, Atlanta, Georgia 30326. Phone: (404) 975-5000. Website: [www.nlnac.org](http://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.

### ABOUT CALIFORNIA COMMUNITY COLLEGES

The California Community Colleges system is comprised of 72 districts, 112 colleges and enrolls more than 2.9 million students. It is the largest higher education system in the nation. California community colleges provide basic skills education, workforce training and courses that prepare students for transfer to four-year universities. The colleges also offer opportunities for personal enrichment and lifelong learning. 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

#### DAVID WAIN COON

Superintendent/ President

#### KEN MEIER

Vice President of Student Learning

#### AL J. HARRISON II

Vice President of College Operations

#### LINDA BEAM

Executive Dean of Human Resources and Labor Relations

#### ROBERT P. BALESTRERI

Dean of Enrollment Services

#### NANDA SCHORSKE

Dean of Workforce Development, College and Community Partnerships

#### DAVID SNYDER

Dean of Arts and Humanities

#### JAMES ARNOLD

Dean of Math and Sciences

#### GRETA SIEGEL

Dean of Student Development and Special Services

### DIRECTORS/CHIEF

#### SUSAN ANDRIEN

Director of Learning Resources

#### LYDA BEARDSLEY

Director of Childcare Programs

#### ARNULFO CEDILLO

Director of Student Affairs and Health Center

#### DAVID COOK

Director of Financial Aid

#### CHIALIN HSIEH

Director of Planning, Research, and Institutional Effectiveness

#### PEGGY ISOZAKI

Director of Fiscal Services

#### JASON LAU

Director of Community Education, Lifelong Learning, and International Education

#### MITCHELL LEMAY

Chief of Police/Director of Safety

#### DEBRA LYNN LEWIS

Director of Health Sciences, Interim

#### MATT MARKOVICH

Director of Physical Education and Athletics

#### LAURA MCCARTY

Director of Modernization

#### MARSHALL NORTHCOTT

Chief Information Officer

#### CATHY SUMMA-WOLFE

Director of Communications and Community Relations

#### ROBERT THOMPSON

Director of Maintenance and Operations

#### CARI TORRES

Director of Academic Services and Articulation

## 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 video-based 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 Web site [www.marin.edu](http://www.marin.edu), the class schedule, and a variety of special mailings.

## CLASS SCHEDULE

College of Marin offers credit, noncredit, and fee-based community education classes at its Kentfield and Indian Valley campuses. Credit and noncredit classes are offered during fall and spring semesters and during the summer session. Credit/noncredit class schedules are available prior to each semester including a detailed list of courses, instructors, dates, times and locations. There is no enrollment fee for noncredit courses (other fees may apply), and they are offered in the following areas: Basic Skills, Disabled Students Programs and Services, English as a Second Language Noncredit, Health and Safety courses, Nursing Education Vocational, and Vocational.

## COMMUNITY EDUCATION

College of Marin's Community Education Department offers students access to a variety of 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.

### 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 and off campus. A variety of business, professional, and career development classes and workshops,

including introductory classes in graphics, soft ware, 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 Web site at [www.marin.edu](http://www.marin.edu) or [www.marincommunityed.org](http://www.marincommunityed.org).

Department phone: (415) 485-9305

### Emeritus College

Designed to meet the needs of the county's older adult lifelong learner population, Emeritus College (EC) is a unique program offered as an integral part of the District's Community Education program. Courses offered through EC 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 task forces.

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.

Emeritus College phone: (415) 485-9368

ESCOM phone: (415) 485-9652

## COLLEGE SKILLS DEPARTMENT

### 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

### ESL Noncredit

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: <http://www.marin.edu/CommunityEducation/>

### ESL Credit

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](http://www.marin.edu/departments/esl)



### Intensive English Program

The Intensive English Program (IEP) is an international community of English language learners for international students (F1s), aupairs (J1s), and residents preparing to enter American colleges or universities. The (IEP) 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 15 hours per week for eight- 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: <http://www.marin.edu/IEP/>

## 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

#### Igualdad de oportunidades

El Distrito de Marin Community College se compromete, por medio de sus normas, a no discriminar en base a, o por la percepción de una o más de las siguientes características: raza, credo religioso, color, nacionalidad de origen, ascendencia, discapacidad física o mental, condición mental, estado mat-

rimonial, orientación sexual o condición de veterano, en ninguno de sus programas educacionales y de empleo y en sus actividades, prácticas y procedimientos.

Los estudiantes que creen que esta norma ha sido violada, tienen derecho a presentar una denuncia interna o una denuncia con la Oficina de Derechos Civiles.

El Distrito de Marin Community College hace todo lo posible para cumplir con los requisitos del Título IX de la Enmienda Educacional de 1972, el Decreto de Igualdad de Oportunidades en el Empleo de 1972 (Título VII del Decreto de Derechos Civiles de 1964 según enmendado), el Decreto de Derechos Civiles de 1991, y la Sección 504 del Decreto de Rehabilitación de 1874, el Decreto de Americanos con Discapacidades, el Decreto de Empleo y

Vivienda Equitativos de California de 1980, las reglas y reglamentaciones de la Comisión de Empleo y Vivienda Equitativos de California y el Decreto de Reajuste de Veteranos de Vietnam de 1974.

College of Marin, bajo el Decreto de Divulgación de Equidad en el Atletismo de 1994, provee información concerniente a la operación de su programa de atletismo intercolegial. Un informe completo está disponible para revisión pública en la Oficina de Admisión, en la Biblioteca y en el Departamento de Atletismo.

La Norma 3430 de la Junta Directiva del College of Marin prohíbe el acoso verbal, físico, visual y sexual de cualquier solicitante, empleado o estudiante de parte de cualquier empleado del Distrito en base a cualquier categoría o combinación de categorías discriminatorias prohibidas por ley estatal o federal. Se espera que, aunque no sean empleados, las personas en la propiedad del Distrito cumplan también con estas normas.

Es además norma de este Distrito asegurar la igualdad de oportunidades en todos sus programas y en todos los aspectos de empleo. La falta de destrezas en inglés no será una barrera para la admisión y participación en los programas de educación vocacional.

#### 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 procedimien-

tos 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.

Igualdad de Oportunidad en Empleo / Oficial de cumplimiento – Linda Beam  
Decano Ejecutivo, Recursos Humanos (o designado)  
Centro Administrativo, Campus Kentfield  
415.485-9504

Título IX / Sección 504 (Discapacidad) Coordinador-Director de Asuntos Estudiantiles – Arnulfo Cedillo  
Centro de Servicios Estudiantiles, Sala 251, Campus Kentfield  
415.485.9375

Género, Coordinador de Equidad – David Cook  
Director de Ayuda Financiera  
Centro de Servicios Estudiantiles, Sala 263, Campus Kentfield  
415.485.9409

Es la norma del College of Marin que, a menos que sea eximido específicamente por estatuto, cada curso, sección de curso o clase, cuya asistencia debe ser comunicada para ayuda estatal, estará totalmente abierto para la matriculación y participación de cualquier persona que haya sido admitida al College y que satisfaga los requisitos previos que puedan haber sido establecidos de acuerdo 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

Page intentionally left blank.

# ADMISSIONS, REGISTRATION, AND 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 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.

**Note: The above requirements are general; other factors may determine eligibility.**

Visit our web site at <http://www.marin.edu/admissions/> or call the Office of Admissions and Records at (415) 457-8811 ext. 8822 for more information.

## ADMISSION AS A CONCURRENTLY ENROLLED HIGH, MIDDLE OR ELEMENTARY SCHOOL STUDENT

College of Marin welcomes students under the age of 18 years who have not yet earned a high school diploma or equivalent and are currently attending high, middle or elementary school.

For more information pertaining to admissions and enrollment policies for high school students or younger, please visit web site at <http://www.marin.edu/admissions/>.

## INTERNATIONAL STUDENT ADMISSIONS

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

1. If native language is not English, provide evidence of English proficiency.
  - a. 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 the written test, 173 on the computer test, or 61 on the Internet-based test.
  - b. 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 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 \$201 per unit international student tuition fee, an enrollment fee of \$36 per unit, a \$50 international student admissions application fee, a health fee of \$17 for fall and spring semesters or \$12 for the summer session, a \$1 student representation fee, and an \$8 student activities fee (optional). 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 the end of July. All documents submitted after the end of July will not be accepted.

## STUDENT IDENTIFICATION NUMBER

Students will be assigned a College of Marin Identification Number. Students are requested to disclose 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 his/her 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.

### Nonresident Tuition Waiver under AB540

As a nonresident, you may be eligible to pay the \$36 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 non-resident 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:

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

**IMPORTANT: College of Marin will not grant credit for a prerequisite course that was taken and passed after the next course in a sequence of course was taken and passed. (e.g., A student enrolls in Spanish 101 and passes it with a satisfactory grade after being enrolled in Spanish 102 and passing it. Credit for Spanish 101 will not be granted.)**

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:

- a. 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:

- a. Courses that require public performance or competition;
- b. 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.

**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 will be accepted until five working days prior to the first day of classes each semester. Students will not be allowed to enroll until the challenge has been approved.

### Course Substitution

Substitution for any required course must be approved through a Petition to Substitute/Waive Graduation Requirements to the College Petitions 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.

### 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 arrive in the original sealed envelope from the issuing institution and have an embossed or water seal. Official transcripts should be sent via U.S. Mail or hand carried to: Counseling Department, College of Marin, 835 College Ave, 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.

## REGISTRATION INFORMATION

### REGISTRATION PRIORITY

The order of priority for registration is as follows:

1. All continuing EOPS, DSPS, and CalWORKs students; veteran students; and student athletes.
2. All continuing students who have completed three or more semesters with the college.
3. All continuing students who have completed two semesters with the college and recent high school graduates.
4. All continuing students who have completed one semester with the college.
5. New and returning students.
6. Concurrently enrolled high, middle and elementary school students.

### 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.

### ONLINE ORIENTATION

In order to help students reach their educational goal, College of Marin has established an online orientation: <http://www.marin.edu/orientation/2008/index.htm>. The purpose of the orientation is to help prepare students to be successful at College of Marin.

After completion of the online orientation, students will need to take placement tests and follow-up with a counseling appointment. Students can then register for classes.

### Who Needs to Complete the Online Orientation?

All new, returning, or transfer students are required to complete the online orientation 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.

### CLASSES WITH TIME CONFLICTS

Students may not register for courses taught at conflicting times.

### ADDING AND DROPPING CLASSES

Students may add a class online at <http://mycom.marin.edu>, by fax, or by completing an Enrollment Card and filing it in person with the Office of Admissions and Records before classes begin.

Students who did not pre-register for classes may attend the class of their choice to see if space is available. Instructors may admit students by issuing an Add Authorization Code which will be used to enroll online or in person.

Students may drop/withdraw online or by completing a Drop Card and filing it with the Office of Admissions and Records.

See Important Dates in the Schedule of Classes for drop/withdrawal deadline dates.

**Nonattendance does not constitute an automatic drop. If you are unable to attend the first class meeting, you may request that your place be held by contacting the instructor prior to the first class meeting.**

**Students are responsible for all outstanding fees for classes that were not dropped by the refund deadline, even if they did not attend.**

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

### WAITLISTS

College of Marin uses an Automated Waitlist Function.

When a class is full, students may place themselves on a waitlist. If a space opens up in the class prior to the first day that the class



meets, students are notified by e-mail that is sent to their MyCOM.marin.edu email account.

#### Automated Waitlist Features:

- Students must meet course prerequisites prior to placement on a waitlist.
- Students have 72 hours from the date/time that the space availability email is sent to enroll.
- Students who do not enroll by the 72-hour deadline will automatically be dropped from the waitlist.
- It is important that students log on to the MyCOM Portal on a daily basis prior to the start of the class to check their inbox messages to see if a Waitlist Notification email was sent or forward their MyCOM emails to their personal email.
- Students may not place themselves on a waitlist for more than one section of the same course.
- Students on a waitlist for a course must drop before enrolling in another section of the same course.
- Students may not put themselves on a waitlist for a course whose meeting time conflicts with any other course in which they are enrolled.

#### PETITION TO ADD A CLASS LATE

Students may petition to add a class late for two weeks after the last day to add full-term classes. Please see Important Dates listing in the Catalog and Schedule of Classes.

#### 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 in more than 18 units for fall or spring or 7 units (two classes) for summer. Students who would like 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.

#### EQUAL OPPORTUNITY

The Marin Community College District is committed by policy not to discriminate on the basis of, or the perception of any one or more of the foregoing characteristics: race, religious creed, color, national origin, ancestry, physical disability, mental disability, mental condition, marital status, sex, age,

sexual orientation, or veteran status in any of its educational and employment programs and activities, its practices and procedures. Students who believe that this policy has been violated have the right to file an internal complaint or a complaint with the Office of Civil Rights.

The Marin Community College District makes every attempt to stay in compliance with the requirements of 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, the Americans with Disabilities Act, the California Fair Employment and Housing Act of 1980, the California Fair Employment and Housing Commission rules and regulations, and the Vietnam Veteran's Readjustment Act of 1974.

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 Board Policy 3430 prohibits verbal, physical, visual, and sexual harassment of any applicant, employee, or student by any District employee on the basis of any category or combination of discriminatory categories prohibited by state or federal law. Non employees while on the District property are also expected to follow these guidelines.

It is further the policy of this District to ensure equal opportunity in all of its programs and in all aspects of employment. The lack of English skills will not be a barrier to admission to and participation in vocational education programs.

#### CONTACTS

Equal Opportunity Employment/A.D.A. Compliance Officer-Linda Beam  
Executive Dean, Human Resources (or Designee)  
Administrative Center, Kentfield Campus  
(415) 485-9504

Title IX/Section 504 (Disability) Coordinator-Director of Student Affairs-Arnulfo Cedillo  
SS Center, Rm. 251, Kentfield Campus  
(415) 485-9375

Gender, Equity Coordinator-David Cook  
Director of Financial Aid  
SS Center, Rm. 263, Kentfield Campus  
(415) 485-9504

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

## FEES

#### FEE TYPES AND AMOUNTS

College of Marin is part of the California Community Colleges system of the State of California. Fees are established by the State Legislature.

##### REGISTRATION FEES

Enrollment Fee	\$36 per unit
Health Fee	\$17, \$12 summer
International Student Application Fee (nonrefundable)	\$50
Materials Fee (payable when applicable at time of registration)	Varies
Nonresident Tuition Fee (U.S. Citizen)	\$198 per unit
Nonresident Tuition Fee (Non-U.S. Citizen)	\$201 per unit
Student Representation Fee (optional)	\$1
Student Activities Fee (optional)	\$8

##### FEES FOR OTHER SERVICES

Credit By Examination	\$36 per unit
Document/Verification Fee	\$6
Library Replacement Fee	\$2
Parking Fee Per Semester	\$40/semester, \$3 per day \$20/summer
Refund Processing Fee	\$10
Returned Check/Declined VISA/MasterCard Fee	\$15
Rush Transcript Fee (next workday)	\$15
Transcript Fee (first 2 copies ever ordered are free)	\$6

**Note: Fees are subject to change without notice.**

#### Student Parking Semester Permits

Beginning spring 2012, student semester parking permits may be purchased on-line through the MyCOM Portal or in-person at the Admissions Office at either campus. For more information regarding Student Parking and Permits, please see page 35.

#### 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.

### **Student Representation Fee Waiver**

Students have the right to decline to pay the Student Representation Fee for religious, political, moral, or financial reasons by completing a "Student Representation Fee Waiver" form and submitting it to the Office of Admissions and Records within two weeks of the start of instruction for the term. The form may be downloaded at <http://www.marin.edu/admissions/>.

### **Student Activities Fee**

Money collected for the Student Activities Fee will be used to sponsor educational and social events for the campus community and support campus activities and intercollegiate athletics. This fee will be assessed upon Board approval, Spring 2011.

### **Student Activities Fee Waiver**

Students have the right to decline to pay the Student Activities Fee by completing a "Student Activities Fee Waiver" form and submitting it to the Office of Admissions and Records within two weeks of the start of instruction for the term. The form may be downloaded at <http://www.marin.edu/admissions/>.

### **Payment Policy**

Full Payment of Enrollment Fees, nonresident tuition, international tuition, health fees and all other applicable fees are due at the time of registration. Students wishing not to pay all their fees at the time of registration must choose to participate in College of Marin's payment plan.

Students who have HOLDS on their records from previous terms will be restricted from registering, adding, dropping/withdrawing from classes, accessing transcripts, diplomas, certificates and other services. All these privileges will be restored once all HOLDS have been cleared.

### **Payment Methods**

Payments may be made with a MC/VISA credit card or MC/VISA debit card online at <http://mycom.marin.edu> or by check, cash or cashier's check.

## **REFUNDS**

### **Enrollment Fees, Nonresident and International Student Tuition Refunds**

Enrollment fees, nonresident and international student tuition may be refundable for full-semester courses and short-term courses. The refund policy also applies to

summer terms. Please see the Important Dates listing in the schedule of classes or the Academic Calendar in this catalog for specific deadline dates. A listing of short-term refund deadlines is published in each schedule of classes.

### **Materials Fees**

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 and summer session, before completion of 10 percent of the length of the course.

### **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 to the Office of Admissions and Records no later than the last day of final examinations. Refund procedures also apply to summer sessions. Forms may be downloaded at <http://marin.edu/admissions/>.

### **Parking Permit Refunds**

The College of Marin upon the request of the student will grant a parking permit refund under the following conditions:

- The College of Marin has canceled a course for which the student was enrolled and the student has no other enrollment for the term in credit, noncredit, community education or emeritus college courses.
- The student has dropped all courses on or before the last day to qualify for an enrollment/tuition fee refund for full-semester classes.
- The student has dropped all courses by 10 percent of the number of days the classes meets for short-term classes, noncredit, community education or emeritus college classes.

### **Parking Permit Refund Requests**

Students Requesting a parking permit refund must comply with the following procedures:

1. Complete and submit a Parking Permit Refund Request form to the Office of Admissions and Records.
2. Submit the Parking Permit sticker along with the Parking Permit Refund Request form.

### **Student Health Fee Refund**

The student health fee is nonrefundable unless the college took action to cancel a

class and there is no other credit enrollment on the student's record for the term.

### **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 without a W symbol will be allowed and a full refund of fees will be granted.

## **FEE WAIVERS/TAX CREDITS**

### **Board of Governors**

The California Community Colleges Board of Governors provides a waiver of enrollment 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. 2010 income was below the following limits (includes taxable and nontaxable income)
  - a. Family size = 1/income under \$16,245.
  - b. Family size = 2/income under \$21,855.
  - c. Add \$5,610 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.**

### **Veterans or Dependents of Disabled/Deceased Veterans 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).

### **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.

## **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](http://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. 10,000 Degrees Grants (formerly Marin Education Fund) 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 \$400 - \$5,550 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 range from \$400-\$2,000 per year.

### **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 \$530 - \$1550 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**

10,000 Degrees Grants (formerly Marin Education Fund): The Buck Trust established the Marin Education Fund to provide funds for the education of Marin County residents. Grants ranging from \$400 - \$4,000 are awarded to students who meet county residency requirements and financial need criteria. The 10,000 Degrees 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.

## 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](http://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

### Military Fee Exemption

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

# 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, however nonattendance does not constitute an automatic drop. Students must be responsible for processing their own drops/withdrawals.

## 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, MIDDLE AND ELEMENTARY SCHOOL CREDIT

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

Concurrently enrolled high, middle and elementary school students are restricted from physical education classes and basic skills classes.

## 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)
MW	Military Withdrawal

## GRADE/QUALITY 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
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. In calculating GPA, do not include I, IP, W, P, NP, or non-progress Grades (NPG) of I, NC, or 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 elect 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 full-term and short term courses. Check the Calendar of Important Dates. Students may select the Pass/No Pass grading option online at <http://mycom.marin.edu> up to the first day of instruction for the term. After the first day of instruction for the term students must submit a Pass/No Pass Grading Option form to the Office of Admissions and Records. 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. To receive a pass grade, course work must be C level or above. Some colleges and universities will not grant transfer credit for courses with Pass/No Pass grades.

**Note: The Pass/No Pass grading option is the sole responsibility of the student. Check the Calendar of Important Dates for the deadline for full-term classes and the Schedule of Classes for the deadline dates for short-term classes.**

### 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 5 of the California Code of Regulations states that an instructor's grade is final in the absence of mistake, bad faith or incompetency.

### Successfully Completed

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

## NON-REPEATABLE 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 one more time without a petition in an effort to successfully complete the course with a passing grade.

- Upon successful completion of a repeated course, the student may request to have the substandard grade excluded in computing the cumulative grade point average or non-progress grades (NPG) percentage. (Refer to Course Exclusion Policy for procedure.)

After receiving two substandard grades in a course, a student may petition the College Petitions Committee to repeat a course for the third enrollment. For the petition to be approved, the student is required to meet with a counselor to complete the petition.

- With an approved petition, the student must wait one week after the start of new and returning student registration to register for the course.
- Upon successful completion of the repeated course, the student may request to have the two previous substandard grades excluded in computing the cumulative grade point average or non-progress grades (NPG) percentage. (Refer to Course Lineout Policy for procedure.)
- Courses granted Academic Renewal will not be included for course repetition limits. (See BP/AP 4240 titled Academic Renewal for specific requirements.)

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

## NON-REPEATABLE COURSES (WITHDRAWAL W SYMBOL)

Students who have received the W symbol after withdrawing from a course may re-enroll in the course without petition. After receiving two W symbols in a given course, a student may petition the College Petitions Committee to repeat the course for a third enrollment course providing verifiable documentation that extenuating circumstances occurred. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. The student is required to meet with a counselor to complete the petition and all

supporting documents must be attached to the petition at the time of submission.

- With an approved petition, the student must wait one week after the start of new and returning student registration to register for the course.

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

## NON-REPEATABLE COURSES (ABSENT SUBSTANDARD WORK)

Under the following circumstances, students may repeat courses in which a C or better grade was earned.

1. **A Significant Lapse of Time:** Students may petition the College Petitions Committee to repeat a course based on one of the following circumstances:
  - a. Two or more years have elapsed since successfully completing the course.
  - b. Another institution of higher education to which the student seeks to transfer has established recency requirements which the student will not be able to satisfy without repeating the course.
  - c. A recency prerequisite for a course or program has been established which the student will not be able to satisfy without repeating the course.

Under these provisions with an approved petition:

- d. Students must wait one week after the start of new and returning student registration to register for the course.
  - e. Student petitioning to repeat for either (a) or (c) above are only allowed to repeat the course one time.
  - f. Grades awarded shall not be counted in a student's grade point average.
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 received 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 and where it is found that the course content differs each time it is offered to enhance the skills and proficiency of the student. 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. Absent substandard academic work, courses may not be repeated for more than three semesters including summers and inter-sessions to a maximum of four enrollments. Activity courses as listed above may not be repeated under the significant lapse of time provisions. 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.**

## GRADE CHANGES

The instructor of a course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith or incompetency. "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors. "Fraud" may include but is not limited to, intentional inaccurate recording of a change of a grade by any person who gains access to grade records without authorization. Instructors may choose to change a student's grade by submitting a Change of Grade form to the Office of Admissions and Records stating the reason for the change. No grade change will be made more than two years after the original grade was issued.

Please consult with the Dean of Student Development and Special Services for specific administrative procedures relating to final grade disputes.

## 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.

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

Specific courses and/or categories of course that are exempt from academic renewal will be described the current College Catalog.

Academic Renewal procedures may not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

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. These units must be earned subsequent to any grade of D, F, NC or NP. Work from other colleges 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, CR or 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.)
5. Courses used to demonstrate improved academic ability cannot be all physical activity courses.

## EXAMINATIONS

Final examinations are held at fixed times. Instructors are not to give examinations in advance of the regular schedule. Any student who is 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.

## INDEPENDENT STUDY

Independent Study courses are designed for independent, motivated students to pursue intellectual inquiry outside of regularly scheduled course offerings. These are to be supervised by instructors, generally involving substantial, student-instructor interaction. Each course shall be initiated on an individual basis via an agreement between the student and an instructor.

These courses are not designed to substitute for other courses offered by the academic departments.

Enrollment shall be through courses numbered 249A (1 semester unit), 249B (2 semester units), and 249C (3 semester units). One unit of credit requires a minimum of 48 hours of lecture, study or laboratory work

## Academic Standards

Academic standards applicable to courses of independent study shall be the same as those applied to other credit courses as appropriate at the District.

## Procedures for Evaluation

Procedures for evaluation of student progress shall be in accordance with regulations established by the District. A grade report by an instructor on appropriate records bearing the student's name for purposes of state apportionment shall certify the adequate and proper progress toward accomplishment of the course objectives is being maintained by the student.

## Availability of Instructor

Independent study students shall have access to the instructor equivalent to access given to students enrolled in course conducted by other instructional methods, including office hours.

Instructors are responsible for assisting the student in developing the proposal, granting instructor approval of the proposal, assisting the student in the independent study as necessary, evaluating the results of the study, and submitting the final grade to the Office of Admissions and Records.

Independent study courses may be repeated more than once for credit provided the same topic is not repeated. An independent study course cannot be used to satisfy core requirements unless specified by the department to a maximum of (3) units.

### Procedures for Approval of Independent Study

- Students must have completed 12 degree applicable credit units.
- Students must be in good academic an progress standing and have earned a cumulative GPA of 2.0.
- The Independent Study Contract must be completed by the student and approved by the instructor and signed by the department chairperson.
- The Independent Study Contracts must be submitted to the Admissions and Records Office by the add deadline.

Students are limited to one independent study course per semester, six (6) units of independent study per discipline, to a maximum of twelve (12) units overall unless specified by a department to obtain a local certificate.

### 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.

## PROBATION

### PLACEMENT ON PROBATION

#### Progress Probation

After enrolling in at least 12 semester units at College of Marin, if the percentage of a student's recorded entries of W, I, NC, and NP reaches or exceeds 50 percent of all units in which a student has enrolled in at College of Marin, he/she shall be placed on progress probation at the end of the semester or session.

At the end of the third semester in which the student is on progress probation, a notice that the student is subject to dismissal will be sent to the student.

#### Academic Probation

After attempting at least 12 semester units at College of Marin, a student shall be placed on academic probation at the end of the semester or session in which the student's cumulative grade point average (GPA) falls below 2.0 in all units enrolled in at College of Marin.

### REMOVAL FROM PROBATION

#### Progress Probation

A student will be removed from progress probation when the student's cumulative Non-progress Grade (NPG) drops below 50 percent.

#### Academic Probation

A student will be removed from academic probation when the student's cumulative GPA reaches 2.0 or higher.

A student who is on academic probation and earns a semester grade point of 1.75 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

#### Notification of Probation

Students will be notified of their probationary status prior to the start of the next semester or session.

The notice will consist of, at the minimum, the following: the significance of being on probation, enrollment limits, appeal procedures, and a description of the support services and classes available to prevent dismissal.

#### Enrollment Limits

Students on probation may not register in more than 13 units total for that entire fall or spring semester. For the summer session, students may enroll in one class regardless of the unit value or multiple classes not to exceed 4 units.

For students who have exceeded the unit limit and have not met the conditions to appeal, as described in the Appeal Procedure below, the student must drop the necessary class(es) to comply with the notification. If the student does not drop by the beginning of the semester or session, the College will reduce the course load to meet the maximum units allowed by random selection.

#### Appeal Procedures

A student placed on probation may file a petition with the Office of Admissions and Records only if the student:

1. Believes an error has been made
2. Provides evidence of graduation or transferring at the end of that semester.
3. Provides evidence that additional units are needed to meet a legally mandated training requirement.

Enrollment limits may not be appealed beyond the College Petitions Committee.

### DISMISSAL

#### Standards for Academic Dismissal

A student who is on academic probation shall be subject to academic dismissal if the student has less than a cumulative grade point average of less than 1.75 in all units attempted in three consecutive semesters (not including summer).

#### Standards for Progress Dismissal

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

#### Dismissal Letter

The letter notifying a student he/she is subject to academic and/or progress dismissal will cover, at a minimum, reference to this procedure, explanation of what academic and progress dismissal means, procedure for reinstatement, and procedure to appeal the academic and progress dismissal notice.

#### Procedures for Filing the Petition to Return After Dismissal

A student must file a Petition to Return After Dismissal with the Office of Admissions and Records within two weeks of the start of the fall and spring semester and within one week of the start of a summer session. As a condition to return, the student must meet with a counselor to complete a Student Educational Plan and all supporting documents must accompany the Petition to Return After Dismissal.

#### Standards for Evaluating the Petition to Return After Dismissal

In considering whether or not students may return after dismissal, the following criteria should be considered.

- Documented extenuating circumstances.
- Marked improvement following the semesters on which dismissal was based.
- Semesters on which dismissal action was based were atypical of past academic performance.
- Formal or informal educational experience since completion of semesters on which dismissal was based.
- Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.
- GPA calculation error.

- Evidence that the posting of final grades was in error which contributed to the academic and/or progress dismissal action.

**Within ten (10) working days from the date the petition was submitted to Admissions and Records for review, the student will be notified in writing of the decision.**

- If the Petition to Return After Dismissal is approved, the student will be notified of the terms and conditions of the petition and allowed to continue on academic and/or progress probation for an additional semester. At the end of that semester, the student's academic record will be evaluated to determine whether the student may be removed from academic and/or progress probation, should be dismissed, or should continue on academic and/or progress probation.
- If the Petition to Return After Dismissal is denied, the student will receive notification of the decision and procedures to appeal the decision.

#### **Appeal of Dismissal**

The student has the right to appeal an academic and/or progress dismissal action, if the student can provide evidence that warrants a review of the dismissal action. The student may appeal this decision by making an appointment with the College Petitions Committee within five (5) working days of the postmark date of the notice of the denied petition.

- If the student fails to make the appointment within the specified time, the student waives all future rights to appeal the dismissal action for that term.
- If the student makes an appointment, the student will continue on academic and/or progress dismissal until the student meets with the College Petitions Committee. A decision to either uphold the original dismissal decision or approve the appeal will be made at the conclusion of the meeting. The decision of the College Petitions Committee is final.

#### **Standards for Evaluating Appeals**

Dismissal appeals may be granted under the following circumstances:

- If the dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student. Verification must be submitted with the appeal.
- The student enrolls in a corrective program designed to assist him/her in improving academic skills, such as obtaining academic counseling, and/or limiting course load.
- Where there is evidence of significant improvement in academic achievement.

## **ADVANCED PLACEMENT/ACADEMIC CREDIT**

#### **Advanced Placement (APT) scores**

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

**See chart on next page.**



**(AP) ADVANCED PLACEMENT CHART FOR COLLEGE OF MARIN CREDIT**

College of Marin grants credit towards the Associate Degree with scores of 3, 4, or 5 on the Advanced Placement Examinations offered by the College Board. To receive credit, students must:

1. Have successfully completed 12 units of residency at College of Marin
2. Submit a Student Petition to Admissions and Records
3. Have an official copy of their College Board test scores forwarded to the Admissions and Records Office.

**Credit will be awarded as shown in the chart below.**

AP SUBJECT EXAMINATION	AP SCORE	COM GE AREA	UNITS	COURSE EQUIVALENT
<b>Art History</b>	3,4,5	Humanities	3	ART 101 or ART 102 or ART 103
<b>Chemistry</b>	3	Natural Sciences	5	CHEM 114
	4	Natural Sciences	5	CHEM 131
	5	Natural Sciences	10	CHEM 131 and CHEM 132
<b>Computer Science A/B</b>	3,4,5	Communication & Analytical Thinking	3	N/A
<b>Economics</b>				
Macroeconomics	3,4,5	Social and Behavioral Sciences	3	N/A
Microeconomics	3,4,5	Social and Behavioral Sciences	3	N/A
<b>English Language and Composition</b>	3,4,5	Composition, Written	3	ENGL 150
SAT (old test)	600	N/A	N/A	Eligible for English 150
SAT (new test)	680	N/A	N/A	Eligible for English 150
<b>Environmental Sciences</b>	3,4,5	Natural Sciences	3	N/A
<b>Government and Politics</b>				
Comparative	3,4,5	Social and Behavioral Sciences	3	N/A
Government and Politics – U.S.	3,4,5	(See Chart Note #1 below)	3	POLS 101
<b>Foreign Languages</b>				
Chinese	3,4,5	Humanities	3	N/A
German	3,4,5	Humanities	3	N/A
Latin Literature or Latin: Virgil	3,4,5	Humanities	3	N/A
<b>Language and Culture</b>				
French, Italian, Japanese	3	Humanities	5	FREN 102, ITAL 102, JPNS 102
French, Italian, Japanese	4	Humanities	5	FREN 203, ITAL 203, JPNS 203
French, Italian, Japanese	5	Humanities	4	FREN 204, ITAL 204, JPNS 204
<b>Language or Literature</b>				
Spanish	3	Humanities	5	SPAN 102
Spanish	4	Humanities	5	SPAN 203
Spanish	5	Humanities	4	SPAN 204
<b>History</b>				
European History	3,4,5	Social and Behavioral Sciences	3	N/A
United States History	3,4,5	(See Chart Note #2 below)	6	HIST 117 and 118
World History	3,4,5	Social and Behavioral Sciences	3	N/A
<b>Human Geography</b>	3,4,5	Social and Behavioral Sciences	3	N/A
<b>Mathematics</b>				
Calculus AB	3	Communication and Analytical Thinking	3	Eligible for MATH 123
Calculus AB	4,5	Communication and Analytical Thinking	5	MATH 123
Calculus BC	3,4	Communication and Analytical Thinking	5	MATH 123
Calculus BC	5	Communication and Analytical Thinking	10	MATH 123 and 124
<b>Music Theory</b>	3,4,5	Humanities	3	N/A
<b>Physics</b>				
Physics B	3,4,5	Natural Sciences	3	N/A
Physics C: Electricity and Magnetism	3,4,5	Natural Sciences	3	N/A
Physics C: Mechanics	3,4,5	Natural Sciences	3	N/A
<b>Psychology</b>	3,4,5	Social and Behavioral Sciences	3	PSY 110
<b>Statistics</b>	3,4,5	Communication and Analytical Thinking	4	MATH 115 or STAT 115

Please see a counselor about using AP exam scores and credits towards meeting graduation and/or transfer requirements. Chart Notes: 1) May be used to satisfy Area B (Social/Behavioral Sciences) or Area F (American Institutions), but not both. 2) May be used to satisfy both Area B (Social/Behavioral Sciences) and Area F (American Institutions). UPDATED: ASC/Counseling Department 7/19/11

## 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:

1. 540 or more on the CLEP General Examination in English Composition, essay version.
2. 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.

## 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.

## 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

## MILITARY CREDIT

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

## 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).

## 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.

## ACADEMIC RECORDS

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

### 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 regular service 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, however students with

active MyCOM portal accounts may print their own unofficial transcripts.

### Transcripts From Other Colleges

In order to apply units completed at another institution toward a College of Marin degree, official transcripts must arrive in the original sealed envelope from the issuing institution and have an embossed or water seal. Official transcripts should be sent via U.S. Mail or hand carried to: Counseling Department, College of Marin, 835 College Ave, Kentfield, CA 94904. Transcripts from other colleges received by the College of Marin will not be copied or released to the student.

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

### Foreign College 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.

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

### 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 Superintendent/President, or designee.

Within 30 days of receipt of such a request, the College Superintendent/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 Superintendent/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 to notify the Dean of Enrollment Services in writing.

### **Access to Student Records**

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

1. Officials and employees of 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 5 regulations on Student Records (Chapter 6, Division 5).



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

**Record of Access**

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

# STUDENT SERVICES



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

## CAMPUS SERVICES

### 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.

Beginning in fall 2010, the College of Marin Bookstore will initiate an innovative textbook rental program that will allow students to rent their textbooks for less than 50 percent of the cost of purchasing a new printed textbook. This program will begin as pilot program and will increase in size as demand grows. As an added convenience, students will be able to rent their books either in the store or from the store's Web site.

### 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>

## COMPUTER CENTERS

### 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](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 and PC Lab

### Multimedia Studies Open Labs

There are computer labs available for currently enrolled students to access online course materials, e-mail, 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

## 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

## **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 at (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](http://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 home page at [www.marin.edu/lrc](http://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](http://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  
[www.marin.edu/distance/media\\_center.htm](http://www.marin.edu/distance/media_center.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.

### **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 \$40 (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 \$20. Parking permits may be purchased on-line through the MyCOM Portal beginning spring 2012 or at the Admissions Office on either campus. Financial aid recipients may purchase a semester parking permit for half-price. Parking regulations are available at the District Police Office located in TB-1.

## **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

# **STUDENT SUPPORT PROGRAMS/SERVICES**

## **ACCESSIBILITY SERVICES (DSPS)**

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

The program offers services to students on both campuses. These include 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. The Accessibility Rights 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

## **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>

## CHILD DEVELOPMENT PROGRAM

The College of Marin Child Development Program provides high quality early education for the infants, toddlers, and preschool age children of COM students, with priority going to low-income student families. Centers are located on the Kentfield and Indian Valley campuses. The centers provide part- and full-time child care during fall and spring semesters and are open M-R, 7:45am to 5pm and F, 7:45am to 3pm.

The Infant Toddler and Preschool Centers serve as demonstration classrooms that provide child observation and research opportunities, student teacher training, and work study jobs for COM students who are taking courses in Early Childhood Education, Pediatric Nursing, Child Psychology/Human Development, Behavioral Science, and related fields.

### Infant Toddler Center

The Early Head Start Center on the Indian Valley campus provides infant/toddler care to student families with children ages birth to three years. There is no cost to eligible families. To apply, please call Marin Head Start at 415-883-3791 or visit <http://www.camarin.org/headstart.html> to download an application. Please be sure to indicate on the application that you are applying for the IVC Early Head Start Center.

IVC Early Head Start Infant Toddler Center: Bldg. 12; 457-8811, ext. 8171

### Preschool Centers

The College of Marin Children's Centers are California State Preschool Programs and provide part- and full-day preschool on both campuses for the children of COM students. A limited number of full-cost slots are available for COM faculty and staff.

Kentfield Children's Center: AC 40 (downstairs); 415-485-9468

Indian Valley Children's Center: Bldg. 12; 415-457-8811, ext. 8170

### Eligibility for enrollment:

1. Child's Age: Children must be three years of age by December 2 of the current academic year to be eligible for enrollment.
2. Family need for child care: COM employee or COM student status. At least one parent must be either an employee of COM or a COM student. Student parents must be enrolled in at least 6 credit units or at least 9 hours of non-credit ESL each semester. All courses must lead to a vocational or educational goal, such as an associate degree, skills certificate, or

transfer to a four-year university. COM student parents must make academic progress every semester to continue to be eligible for child care services.

3. Family Income: Child care fees are based on family income and may be subsidized or full cost. Fees for income eligible student families are subsidized by the California Department of Education and 10,000 Degrees (formerly Marin Education Fund) and are on a sliding scale that ranges from no cost to full cost, depending on family income and family size. Priority for subsidized child care goes to the lowest income student families.

Please see the Child Development Program website for more information and to download a Preliminary Application for the Preschool Centers: [http://www.marin.edu/student\\_services/child\\_care.htm](http://www.marin.edu/student_services/child_care.htm). For more information, please call the Child Development Program Office at 457-8811, ext. 8221.

## COLLEGE HONOR SOCIETIES

### Alpha Gamma Sigma

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.

### Phi Theta Kappa

The Beta Xi Kappa chapter at College of Marin is affiliated with Phi Theta Kappa. 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.

## COUNSELING

Counseling Services are available to all students; however, special programs such as EOPS and DSPS will serve only those officially identified by those programs.

Counselors work with students to help them set goals and design plans for achieving those goals. Students should come for counseling when they need help with any kind of problem that might effect their academic performance. Services and resources are located in the Counseling Services area at both campuses and include the following:

- Information on transfer, A.A. degree and certificate programs;
- Transfer workshops;
- Career planning and college success courses;
- Personal counseling; and
- Counseling for International Students (F-1 Visa), veterans, athletes and ESL students.

Because course selection is so important and four-year university requirements change so frequently, students should consult with a counselor each semester before registering for classes.

For appointments on either campus call : 415-485-9432, or visit Kentfield Campus Counseling Office  
Kentfield Campus Office  
Student Services, Room 212  
Indian Valley Campus Office  
Bldg. 27, East Hall  
Web address: [http://www.marin.edu/student\\_services/counseling/](http://www.marin.edu/student_services/counseling/)

## EOPS/CARE

Extended Opportunity Programs and Services (EOPS)/Cooperative Agencies Resources for Education (CARE) 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, 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](http://www.marin.edu/Student_Services/eops.htm)



## 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)

## 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, 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 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](http://www.marin.edu/student_services/health_center.htm)

## JOB PLACEMENT/CAREER EMPLOYMENT

The Job Placement Office helps students and alumni find employment in the community and the greater 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 workforce 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

## 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, including for families and for schools; 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, Room 232

(415) 485-9663

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

## PUEENTE 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 e-mail Arnulfo Cedillo at [Arnulfo.Cedillo@marin.edu](mailto:Arnulfo.Cedillo@marin.edu).

## TESTING

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

Kentfield Campus

Student Services, Room 238

(415) 485-9469

Web address: [http://www.marin.edu/student\\_services/testing.htm](http://www.marin.edu/student_services/testing.htm)



## 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.

### Representative Visits

Representatives from UC, CSU, private and out-of-state colleges and universities visit COM to meet with students interested in transferring to their institution. This is a great opportunity to get questions answered about the transfer process, admissions requirements, tuition, financial aid, major prep coursework, housing and more.

Kentfield Campus  
Student Services, Room 202  
(415) 485-9671

Web address: [http://www.marin.edu/sudent\\_services/transfer\\_center/index.htm](http://www.marin.edu/sudent_services/transfer_center/index.htm)

## 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](http://www.marin.edu/student_services/tutoring.htm)

## 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 Web site. 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

# STUDENT ACTIVITIES

## CLUBS

Under the sponsorship of the Associated Students (ASCOM, ESCOM, and ASIVC), and with oversight and guidance by Student Affairs, students may promote special interests by joining or forming student clubs on campus. 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' constitution, by-laws, 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.

## 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

## INTERCOLLEGIATE ATHLETICS

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 or her community college during the season of sport play. 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

## 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 public. COM students are encouraged to attend. Many events are free, but for those with an admission charge, students are offered discounted ticket rates. E-mail [COMmusic@marin.edu](mailto: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.

## STUDENT AFFAIRS

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 and organizations, 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 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 Students (ESCOM), Student Services, Room  
146  
(415) 485-9652

## STANDARDS OF CONDUCT

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.

An important policy that all students should be aware of is the Student Conduct Policy. This policy is briefly described below. Questions regarding this policy and procedure 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:
  - a. Copying, in part or whole, another student's quiz or examination answers.
  - b. Submitting work previously submitted in another course, if contrary to the rules of either course.
  - c. Altering or interfering with grading.
  - d. Using or consulting any sources or materials, including electronic devices, during an examination unless expressly authorized by the instructor or as a permitted accommodation.
  - e. Misrepresentation or falsification of academic work for purposes of obtaining a higher grade.
  - f. 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.
  - g. Purposely allowing another student to copy answers during a test.
- h. Knowingly providing homework, a term paper, or other academic work for another student.
- i. Having another person submit any work in one's name, for purposes of deceiving the instructor to obtain a higher grade.
- j. Lying to an instructor or District official to obtain a higher grade.
- k. Altering graded work after it has been returned and resubmitting the work for grading without the instructor's permission.
- l. Removing tests or examinations from the classroom without the permission of the instructor.
- m. 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 RIGHTS AND 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 lodged 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 dean of student development and special services.

### 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. Furthermore, a strong link between environmental tobacco smoke or "secondhand smoke" and health risks has also been demonstrated. Therefore, the Board and the California Education Code prohibits smoking by staff, students, and visitors at all times on District property, except in designated smoking areas. 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 superintendent/president 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 107
485-9504	
ALPHA GAMMA SIGMA	SS 119
485-9213	
ALUMNI ASSOCIATION	
485-9686	
ASSESSMENT AND TESTING	SS 238
485-9469	
ASSOCIATED STUDENTS (ASCOM)	SS 241
485-9390	
BOOKSTORE	LC DOWNSTAIRS
485-9394	
CALWORKS	LC 160
485-9605	
CHILD DEVELOPMENT PROGRAM (IVC)	BLDG. 8, RM. 136
457-8811, EXT. 8221, 8222	

CHILDREN'S CENTER (KTD - PRESCHOOL) DOWNSTAIRS	AC 40
485-9468	
CHILDREN'S CENTER (IVC - PRESCHOOL),	BLDG. 12
451-8811, EXT. 8170	
COUNSELING APPOINTMENTS	SS 212
485-9432	
DEAN OF ENROLLMENT SERVICES, ROBERT BALESTRERI	SS 252
485-9414	
DEAN OF STUDENT DEVELOPMENT AND SPECIAL SERVICES, GRETA SIEGEL	SS 260
485-9619	
DIRECTOR OF CHILD DEVELOPMENT PROGRAM, LYDA BEARDSLEY	LC 170
451-8811, EXT. 7132	
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 36
485-9690	
EMERITUS COLLEGE	SS 148
485-9368	
EMERITUS STUDENTS (ESCOM)	SS 146
485-9652	
ENGLISH AS A SECOND LANGUAGE (ESL)	HC 123
485-9642	
EOPS/CARE	LC 160
485-9605	
FINANCIAL AID OFFICE	SS 236
485-9409	
GED/BASIC SKILLS	LC 120
485-9445	
HEALTH CENTER	PORTABLE, LOT 6
485-9458	
HEALTH SCIENCES OFFICE	HC 111
485-9319	
JOB PLACEMENT	SS 206
485-9410	
LOST AND FOUND	TB 105
485-9455	
MEDIA CENTER/LANGUAGE LAB	LC 127
485-9645	
OUTREACH AND SCHOOL RELATIONS	SS 232
485-9663	
PARKING PERMIT PURCHASE, A/R	S 254
457-8811, EXT. 7722	
POLICE, CAMPUS	TB 105
485-9455	
SWIMMING POOL	PE
485-9587	

TRANSFER/CAREER CENTER 485-9671	SS 202	POLICE, CAMPUS 883-3179	BLDG 22-104
TUTORING AND LEARNING CENTER (TLC) 485-9620	LC 160	SWIMMING POOL 883-3473 OR 457-8811 EXT. 8262	
VETERANS OFFICE 487-8811 EXT. 8822	SS 254	VETERANS OFFICE 457-8811, EXT. 8822	BLDG 27-109

### INDIAN VALLEY CAMPUS (IVC)

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

ADMISSIONS AND RECORDS 457-8811, EXT. 8822	BLDG 27-109
ASSESSMENT AND TESTING 485-9469	KENTFIELD/SS 238
ASSOCIATED STUDENTS (EMERITUS) 457-8811, EXT. 8322	BLDG 10-140
COLLEGE OPERATIONS 884-3100 AND 884-3101	BLDG 9-108
CAREER EDUCATION OFFICE 457-8811, EXT. 8200	BLDG 17-101
CHILDREN'S CENTER (PRESCHOOL) 457-8811, EXT. 8170	BLDG 12
CHILD DEVELOPMENT PROGRAM OFFICES 457-8811, EXT. 8221, 8222	BLDG 8-136 & 137
COUNSELING APPOINTMENTS 485-9432	KENTFIELD/SS 212
DEAN OF WORKFORCE DEVELOPMENT, COLLEGE AND COMMUNITY PARTNERSHIPS SITE ADMINISTRATOR, NANDA SCHORSKE 457-8811, EXT. 8506	BLDG 8- 135
DISABLED STUDENTS PROGRAM 485-9406	KENTFIELD/LC 115
EARLY HEAD START INFANT TODDLER CENTER 457-8811, EXT. 8171	BLDG. 12
ECHO TIMES NEWSPAPER 485-9690	KENTFIELD/LC 36
EMERITUS COLLEGE 485-9368	KENTFIELD/SS 148
FINANCIAL AID OFFICE 457-8811, EXT. 8118	BLDG 27-107
FISCAL SERVICES 884-3160	BLDG 9-100
FOOD VENDING MACHINES BLDG 27 ROOM 121 AND POOL	BLDG 3 ROOM 153,
HEALTH CENTER 457-8811, EXT. 8126	BLDG 9-121
JOB PLACEMENT 485-9410	KENTFIELD/SS 232
LEARNING CENTER - ENGLISH	BLDG. 17-222
LEARNING CENTER - MATH 485-8811, EXT. 8510	BLDG. 17-100
LOST AND FOUND/CAMPUS POLICE 883-3179	BLDG 22-104



Page intentionally left blank.

# GRADUATION AND 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 mean that those requirements stated in the current catalog when the student enrolls will remain in effect through the semester in which the student completes a program. 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 Certificate of Achievement 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:

### Units

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

### Major Requirement

At least 18 units of study must be taken in a single discipline or related disciplines as indicated in this College of Marin catalog. See the list of approved majors following this section.

### 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.

### Residence

Successfully complete at least 12 units in the major requirements at the College of Marin.

### Mathematics Proficiency

One of the following options:

- A satisfactory score on the Math Assessment Test, i.e. eligibility for a level beyond Intermediate Algebra (Math 103) or
- Completion of Intermediate Algebra (Math 103 or Math 103A plus 103B or Math 103X plus 103Y) with a grade of C or higher.

### 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.

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

### 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 a class schedule or Section One of this 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 a 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:

- Read, write, and speak competently.
- Perform proficiently in mathematics, analytical thinking, and abstract logical thinking.
- Acquire a general background in the major areas of knowledge: humanities, social and behavioral sciences, and natural sciences.
- Promote an understanding of the diversity and similarity of all groups that comprise contemporary American society.
- Understand the democratic process.
- Value physical well being through participation in physical exercise and health education.
- 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, 112ABC, 115, 116 (please see note below regarding Biology 115 and 116), 120, 138, 145, 159, 162, 169A, 169B, 224, 235, 240  
 Chemistry 105, 105L, 110, 114, 131  
 Geography 101, 101L, 109, 112  
 Geology 103, 105, 109, 110, 114, 120, 120L, 121, 138  
 Physical Education 107  
 Physics 108A, 110, 207A

## NOTES

1. Geography 109 may be used to satisfy Category A or Category B, but not both.
2. Natural Science credit is awarded for only one course in each of the following groups:  
 Astronomy 105 or Biology 105 or Geology 105  
 Astronomy 117F or Astronomy 117L  
 Biology 107 or Physical Education 107  
 Biology 138 or Geology 138
3. Biology 115 and 116 are no longer offered after spring 2011; Biology 112ABC replace 115 and 116.

## B. SOCIAL AND BEHAVIORAL SCIENCE

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

Anthropology 102, 103, 110, 204, 215  
 Behavioral Science 103  
 Biology 251  
 Business 101  
 Early Childhood Education 110, 112  
 Economics 101, 102  
 Ethnic Studies 110, 111, 112, 121, 151, 154, 242  
 Geography 102, 109  
 History 100, 101, 102, 103, 109, 110, 111, 112, 117, 118, 206, 211, 214, 215, 216, 238  
 Political Science 100, 101, 102, 103, 104, 201, 203, 210, 211, 220  
 Psychology 110, 111, 112, 114, 116, 140, 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. History 211 and Political Science 211 may be used to satisfy Category B, Category F, or Category G, but not all three.
3. Geography 109 may be used to satisfy Category A or Category B, but not both.
4. Psychology 205 and Sociology 205 may be used to satisfy Category B or Category E, but not both.
5. Social and Behavioral Science credit is awarded for only one course in each of the following groups:  
 Biology 251 or Psychology 251  
 History 211 or Political Science 211

Psychology 111 or Psychology 116  
 Psychology 112 or Psychology 114  
 Psychology 140 or Sociology 140  
 Psychology 205 or Sociology 205  
 Psychology 230 or Sociology 230

6. 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, 110  
 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 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, 228  
 Japanese 101, 102, 108 (three units), 203, 204  
 Journalism 110, 160  
 Music 101, 102, 105, 106  
 Philosophy 110, 111, 112, 117  
 Spanish 101, 102, 203, 203HB, 204, 225, 226, 228A, 228B, 228C, 230A, 230B, 230C  
 Speech 128, 140, 141

## NOTES

1. English 151, Philosophy 112, and Speech 128 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 or Humanities 108  
 Biology 145 or Geology 145  
 Communications 109A or Humanities 109A  
 Communications 109B or Humanities 109B  
 Communications 110 or Journalism 110  
 Communications 160 or Journalism 160  
 English 242 or Humanities 242
3. 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, 160, 200, 220, 232, 235  
 English 130, 151, 155  
 Mathematics 103, 103A and B, 103X and Y, 104, 104Y, 105, 109, 110, 114, 115, 116, 121, 122, 123, 124, 190  
 Philosophy 112  
 Psychology 205  
 Sociology 205  
 Speech 110, 120, 122, 128, 130, 132  
 Statistics 115

## NOTES

1. English 151, Philosophy 112, and Speech 128 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.

## F. AMERICAN INSTITUTIONS

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

Ethnic Studies 111, 112, 121, 151  
 History 100, 117, 118, 211  
 Political Science 100, 101, 211

## NOTE

1. All courses listed in Category F may be used to satisfy Category B or Category F, but not both. History 211 and Political Science 211 may be used to satisfy Category B or Category F or Category G, but not all three.

## 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 110, 111, 112, 121, 151, 154  
 History 109, 211  
 Humanities 108  
 Journalism 160  
 Music 105  
 Political Science 211  
 Speech 128



**NOTE**

1. History 211 and Political Science 211 may be used to satisfy Category B or Category F or Category G, but not all three.

**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. A “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.

### International Studies Degree

#### PREREQUISITES FOR THE DEGREE:

- English 150
- Math 115 or Statistics 115

#### COMPLETION OF THE FOLLOWING (CORE):

- Political Science 201
- Economics 101
- Geography 102
- Political Science 104
- Speech 128

#### COMPLETION OF 10 UNITS IN THE GRAMMAR CLASSES IN ONE OF THE MODERN LANGUAGES DISCIPLINES OFFERED AT COM:

- Spanish 101, 102, 203, 204, 225 or 226
- French 101, 102, 203, 204, 225 or 226
- Italian 101, 102, 203, 204, 225 or 226
- Japanese 101, 102, 203 or 204
- Chinese 101, 102

*Note: Students can also complete the language requirement for this degree using the Credit by Exam Procedure.*

#### SIX UNITS FROM THE FOLLOWING (ELECTIVES):

- Anthropology 102, 103
- Art 102, 104, 108
- Biology 138
- Dance 108
- Economics 102
- English 242
- Ethnic Studies 242
- French 203, 204, 225, 226
- Geology 138
- History 101, 206, 214, 215, 216, 238
- Humanities 118, 121, 125
- Italian 203, 204, 225, 226
- Political Science 102, 210, 220
- Sociology 220
- Spanish 203, 204, 225, 226

### Liberal Arts Degree

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](http://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:

1. One of the following General Education patterns:
  - College of Marin General Education Requirements (Minimum of 19 units), or
  - CSU General Education Requirements (CSU GE Pattern) (Maximum of 39 units), or
  - Intersegmental General Education Transfer Curriculum (IGETC) pattern (UC or CSU transfer 30-39 units).

For students using the College of Marin General Education Requirements, please 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, please 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.

#### Important: For students using the CSU GE or IGETC options, students must meet the following College of Marin Graduation Requirements:

- Math proficiency
- Grade point average
- Total units
- Residency
- Cross-cultural studies

#### These students are exempt from completing the following College of Marin General Education requirements:

- Physical Activity
  - American Institutions
2. A minimum of 18 units from one of the following Emphasis areas with a grade of C or higher, Pass or Credit.
    - 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 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 is awarded for only one course in each of the following groups:

Art 108 or Humanities 108

Communications 109A or Humanities 109A

Communications 109B or Humanities 109B

### 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 is awarded for only one course in each of the following groups:

Communications 109A or Humanities 109A

Communications 109B or Humanities 109B

Communications 110 or Journalism 110

Communications 160 or Journalism 160

### 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. This degree may not adequately prepare a student transferring in a science major. Students intending to transfer to a four-year university with a science major in Biology, Chemistry, Engineering, Geography, Geology, Physics, or Pre Med., among others, should select course work in conjunction with 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\*, 109, 110, 110L, 115, 116  
 (please note that Biology 115 and 116 are no longer offered after spring 2011; Biology 112ABC replace 115 and 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 is awarded for only one course in each of the following groups:

Astronomy 105 or Biology 105

Biology 107 or Physical Education 107

Biology 138 or Geology 138

Math 115 or 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 African-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  
 Biology 108A\*, 251\*  
 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  
 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, 140, 204, 205\*, 230, 251\*  
 Sociology 110, 112, 114, 140, 184\*, 205\*, 230  
 Speech 128  
 Statistics 115\*

#### Note:

\*Credit is awarded for only one course in each of the following groups:

Administration of Justice 204 or Sociology 184  
 Behavioral Science 103 or Biology 108A  
 Math 115 or Statistics 115  
 Communications 110 or Journalism 110  
 Communications 160 or Journalism 160  
 Psychology 205 or Sociology 205  
 Psychology 251 or Biology 251

#### 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 108\*, 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

#### Notes:

a) \*Credit is awarded for only one course in each of the following groups:

Art 108 or Humanities 108

Communications 109A or Humanities 109A

Communications 109B or Humanities 109B

b) All courses marked with a plus symbol (+) have a limit of 3 units total, regardless of discipline.

#### ASSOCIATE OF SCIENCE DEGREE: PHYSICAL SCIENCES

The Physical Sciences degree 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, and to gain experience in multiple science courses and build math skills. Consequently, this degree can be a good option for students planning to transfer to a four-year university with a major in Biology, Chemistry, Computer Science, Engineering, Math, or Physics, providing the knowledge and skills to make academic success possible in these fields. 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 to ensure courses are transferable and refer to [www.ASSIST.org](http://www.ASSIST.org).

To complete the requirements for the Associate of Science for this major, a student must complete:

1. One of the following General Education patterns:

- College of Marin GE (minimum 19 units), or
- CSU GE (30-39 units), or
- IGETC (60 units), or
- The following pattern (minimum of 21 units) that is recommended for most science and engineering students pursuing this degree:
  - 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 (see course list for IGETC Area 2); and
  - 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).

**Important: For students using the CSU GE or IGETC options, students must meet the following College of Marin Graduation Requirements:**

- Math proficiency
- Grade point average
- Total units
- Residency
- Cross-cultural studies

**These students are exempt from completing the following College of Marin General Education requirements:**

- Physical Activity
  - American Institutions
2. A minimum of 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, Pass or Credit. Note that courses used to satisfy this 18-unit major requirement may NOT also be used to satisfy the GE requirements above.

Biology 115, 116 (please note that Biology 115 and 116 will no longer be offered after spring 2011; Biology 112ABC replace 115 and 116)  
 Chemistry 131, 132, 231, 232  
 Computer Science 150, 160, 220, 232, 235  
 Engineering 110, 125, 126, 220, 235, 245  
 Math 116, 117, 123, 124, 223, 224  
 Physics 108A, 108AC, 108B, 108BC, 207A, 207B, 207C

## NEW TRANSFER DEGREES OFFERED IN 2011-2012

Effective Fall 2011, College of Marin will offer three new associate degrees specifically designed for transfer to the California State University. New legislation, Senate Bill 1440 (the Student Transfer Achievement Reform Act), guarantees admission to a California State University campus for any community college student who completes an “associate degree for transfer.” The Associate in Arts for Transfer (A.A.T) or the Associate in Science for Transfer (A.S.T.) is designed for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students who complete the A.A.T. or A.S.T. are guaranteed admission to the CSU system but not to a particular campus or major. For 2011-2012, three A.A.T. degrees are offered at College of Marin: A.A.T. in Communication Studies; A.A.T. in Psychology; and A.A.T. in Sociology. All students should consult with a counselor before participating in the Associate Degree for Transfer Program to determine if it is the best option for transfer. For universities and colleges that are not part of the CSU system, the Associate Degree for Transfer Program may not provide adequate preparation for upper division transfer admissions.

## 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 Achieve-

ment” 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.

**Note: See table on next page.**



# TABLE OF A.S./A.A. DEGREES

## 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			X		
Architecture	X		X		
Art	X	X	X		
Astronomy			X		
Automotive Collision Repair Technology	X		X	X	X
Automotive Technology	X		X	X	X
Behavioral Science			X		
Biology	X		X	X	X
Business	X	X	X	X	X
Business Office Systems	X			X	X
Chemistry	X		X		
Chinese			X		
Communications (Film/Video)		X	X		
Computer Information Systems	X		X	X	X
Computer Science	X		X		
Counseling			X		
Court Reporting	X			X	
Dance		X	X		
Dental Assisting: Registered	X		X	X	X
Drama		X	X		
Early Childhood Education	X		X	X	X
Economics			X		
Education			X		X
Electronics Technology			X		
Engineering	X		X		
English		X	X		
English as a Second Language					
Environmental Landscaping	X		X	X	
Ethnic Studies			X		
Fire Technology; Emergency Medical Technician					X
French		X	X		
Geography			X		
Geology	X		X		
Health Education			X		X

PROGRAM/DISCIPLINE	A.S. Degree	A.A. Degree	Transfer	Certificates of Achievement	Skills Certificates
History			X		
Humanities		X	X		
International Studies		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
Physics	X		X		
Political Science		X	X		
Psychology		X	X		
Real Estate	X			X	X
Social Science			X		
Sociology		X	X		
Spanish		X	X		
Speech		X	X		
Statistics			X		
Study Skills					
Work Experience					



# 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. Transfer students are advised to work closely with a counselor, in order to make appropriate course choices that will permit transfer to a California public university after completing 60 transferable units at College of Marin. The admission requirements for lower and upper division transfer to private and out-of-state colleges and universities vary from school to school. 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 and on the World Wide Web. The earlier a student makes a decision regarding a transfer institution, the better the possibility is for meeting all requirements in a timely manner.

### ASSIST (ONLINE STUDENT TRANSFER INFORMATION SYSTEM)

Detailed information regarding specific majors and course transferability between College of Marin and the CSU and UC campuses can be found on [www.assist.org](http://www.assist.org). ASSIST is the official statewide repository of articulation for California's colleges and universities. It provides the most accurate and up-to-date information about student transfer in California. On ASSIST, students can determine which College of Marin courses satisfy general education requirements, major preparation requirements, and transferable electives for the UCs and CSUs.

## CALIFORNIA STATE UNIVERSITY TRANSFER INFORMATION

**General Admission Information to the California State University Campuses:** Bakersfield, Channel Islands, Chico, Dominguez Hills, East Bay, Fresno, Fullerton, Humboldt, Long Beach, Los Angeles, Vallejo (California Maritime Academy), Monterey Bay, Northridge, Pomona (California State Polytechnic), Sacramento,

San Bernadino, San Diego, San Francisco, San Jose, San Luis Obispo (California Polytechnic), San Marcos, Sonoma, and Stanislaus.

### New Transfer Degrees Offered in 2011-2012

Effective Fall 2011, College of Marin will offer three new associate degrees specifically designed for transfer to the California State University. New legislation, Senate Bill 1440 (the Student Transfer Achievement Reform Act), guarantees admission to a California State University campus for any community college student who completes an "associate degree for transfer." The Associate in Arts for Transfer (A.A.T.) or the Associate in Science for Transfer (A.S.T.) is designed for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students who complete the A.A.T. or A.S.T. are guaranteed admission to the CSU system but not to a particular campus or major.

For 2011-2012, three A.A.T. degrees are offered at College of Marin: A.A.T. in Communication Studies; A.A.T. in Psychology; and A.A.T. in Sociology. All students should consult with a counselor before participating in the Associate Degree for Transfer Program to determine if it is the best option for transfer. For universities and colleges that are not part of the CSU system, the Associate Degree for Transfer Program may not provide adequate preparation for upper division transfer admissions.

### 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.

**Note: Some CSU campuses do not admit 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 (Mathematics/Quantitative Reasoning).

**Note: Contact your campus of choice to determine if there are admissions limits due to completion of 39 units of general education and major prerequisites.**

### 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 course-work was completed. If transferring with fewer than 60 transferable semester units completed, transfer applicants must also 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 official 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 60 units of college.

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

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

**United States History, Constitution, and American Ideals Requirement**

In addition to general education, California State Universities also require coursework in the areas of United States History, 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:
  - a. Ethnic Studies 111 or 112 or 121 or 151
  - b. History 100 or 117 or 118
2. One course in Constitution and American Ideals to be chosen from the following:
  - a. Political Science 100 or 101

**2011-2012 CSU GENERAL EDUCATION PROGRAM****AREA A - ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING**

Nine units. Select one course each 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**

English 130, 151, 155

Philosophy 112

Speech 132

**Area Notes**

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

**AREA B – SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING**

Nine units. Select one course from B-1, B-2, B-3, and 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, 114, 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\*, 138\*, 162\*, 224\*, 235\*, 240\*

Geology 105, 138\*

Physical Education 107

**B-3 LABORATORY ACTIVITY**

Anthropology 101L

Astronomy 117F, 117L

Biology 110L, 112A, 112B, 112C, 115, 116, 120, 138, 162, 224, 235, 240

Chemistry 105L, 110, 114, 115, 131, 132, 231, 232

Geography 101L

Geology 120L, 121, 138, 201

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

**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 or Biology 105 or Geology 105

Biology 107 or Physical Education 107

Biology 138 or Geology 138

Biology 160 or Environmental Landscaping 160

Computer Science 117 or Math 117

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

(c) Biology 138 or Geology 138 may be 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.

**C-1 ARTS (ART, DANCE, MUSIC, THEATRE)**

Architecture 100, 101, 102

Art 101, 102, 103, 104, 105, 106, 107, 108, 110, 112, 113, 114, 116, 118, 130, 134, 140, 144, 146, 148, 152, 165, 170, 180, 185, 190

Communications 109A, 109B

Dance 108, 119, 121, 122, 126, 130AB, 132, 135

Drama 110, 130, 150, 160, 161, 245, 260

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, 107, 114, 118, 125, 242

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

Japanese 101, 102, 203, 204  
 Philosophy 110, 111, 117  
 Spanish 101, 102, 203, 203HB, 204, 225, 226, 228B, 228C, 230A, 230B, 230C  
 Speech 140, 141

### Area Notes

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

Art 108 or Humanities 108  
 Communications 109A or Humanities 109A  
 Communications 109B or Humanities 109B  
 Humanities 114 or Humanities 118  
 English 242 or Humanities 242

(b) American Sign Language 110 may be 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  
 Psychology 205  
 Sociology 110, 112, 184, 205, 250

### D-1 ANTHROPOLOGY AND ARCHEOLOGY

American Sign Language 110  
 Anthropology 102, 103, 110, 204, 208, 215

### D-2 ECONOMICS

Economics 101, 102

### D-3 ETHNIC STUDIES

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

### D-4 GENDER STUDIES

Communications 160  
 History 211  
 Journalism 160  
 Political Science 211

### D-5 GEOGRAPHY

Geography 102, 109

### D-6 HISTORY

Ethnic Studies 111, 112, 121, 151  
 History 100, 101, 102, 109, 110, 111, 112, 117, 118, 206, 211, 214, 215, 216, 238  
 Political Science 211

### D-7 INTERDISCIPLINARY SOCIAL OR BEHAVIORAL SCIENCE

Behavioral Science 103, 114  
 Biology 108A  
 Business 101  
 Communications 110  
 Early Childhood Education 110, 112  
 Ethnic Studies 242

Journalism 110  
 Political Science 201  
 Psychology 140, 230  
 Sociology 114, 140, 230  
 Speech 128

### D-8 POLITICAL SCIENCE, GOVERNMENT, AND LEGAL INSTITUTIONS

History 211  
 Political Science 100, 101, 102, 103, 104, 117, 210, 211, 220

### D-9 PSYCHOLOGY

Biology 251  
 Psychology 110, 111, 112, 114, 116, 145, 204, 205, 251  
 Sociology 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 or Sociology 184  
 Behavioral Science 103 or Biology 108A  
 Biology 251 or Psychology 251  
 Communications 110 or Journalism 110  
 Communications 160 or Journalism 160  
 History 211 or Political Science 211  
 Psychology 111 or Psychology 116  
 Psychology 112 or Psychology 114  
 Psychology 140 or Sociology 140  
 Psychology 205 or Sociology 205  
 Psychology 230 or Sociology 230

(c) 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  
 Journalism 160: D-3 or D-4  
 History 211: D-4 or D-6 or D-8  
 Political Science 211: D-4 or D-6 or D-8  
 Psychology 205: D-0 or D-9  
 Sociology 205: D-0 or D-9

## AREA E - LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT

Three units. Select one course.

Behavioral Science 103, 114  
 Biology 100, 108A  
 Counseling 130  
 Dance 119, 121, 122, 126, 132, 135  
 Health Education 112, 130  
 Psychology 110, 111, 112, 114, 140, 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 or Biology 108A  
 Psychology 112 or Psychology 114  
 Psychology 140 or Sociology 140

## 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](http://www.assist.org)), and a counselor.

Administration of Justice—all courses except 39  
 American Sign Language—all courses except 39  
 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, 99 and 270  
 Business—all courses except 39  
 Business Office Systems—all courses except 39 through 99  
 Chemistry—all courses except 39  
 Chinese—all courses except 39  
 Communication—all courses except 39  
 Computer Information Systems—all courses except 39  
 Computer Science—all courses except 39 and 75  
 Counseling—all courses except 39  
 Court Reporting—all courses except 39  
 Dance—all courses except 39  
 Dental Assisting—all courses except 39 and 100  
 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 except 39  
 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 Communication 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  
 Independent Study—all courses  
 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 and 97  
 Mathematics—all courses except 25 through 103, 103AB, and 103XY  
 Medical Assisting—all courses except 39 and 100  
 Multimedia Studies—all courses except 39  
 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 and 140  
 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, and 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.

### Transfer Admission Guarantees (TAGs)

The College of Marin has transfer admission guarantees with seven University of California campuses (Please note: UC Berkeley and UCLA do not accept transfer admission guarantees). The TAG program offers guaranteed admission in most majors through a formal agreement that outlines the courses a student must complete and the grade point average that must be earned before transferring. For links to the UC TAG, visit <https://uctag.universityofcalifornia.edu/>. 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.**

### Full IGETC Certification

It is strongly recommended that all course work applicable to the IGETC 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. Please contact the Counseling Department for more information.

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.

### Partial IGETC Certification

Partial certification is defined as completing all but two (2) courses on the IGETC pattern. Partial certifications must be accompanied by a separate IGETC certification form, which clearly indicates that the certification is "partial," and identifies which requirements remain to be completed. **WARNING:** students need to meet minimum UC/CSU transfer admission requirements. Therefore, partial certification that acknowledges a deficiency in IGETC Area 1 and or 2 may also indicate that a student does not meet minimum transfer requirements. For more information regarding partial certification, please contact the Counseling Department. 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

Advanced Placement Test (AP) scores can be used to satisfy certain areas under IGETC. A score of 3, 4, or 5 is required to grant credit for IGETC certification. An acceptable AP score for IGETC equates to either 3 semester units or 4 quarter units for certification purposes. Each AP exam may be applied to one IGETC area as satisfying one course requirement, with the exception of Language other Than English (LOTE).

### Advanced Placement (AP)

A score of 3, 4, or 5 is required to grant credit for IGETC certification. An acceptable AP score for IGETC equates to either 3 semester or 4 quarter units for certification purposes. Each AP exam may be applied to one IGETC area as satisfying one course requirement, with the exception of Language other Than English (LOTE).

AP EXAMINATION	IGETC AREA
Art History*	3A or 3B*
Biology	5B with lab
Calculus AB	2A
Calculus BC	2A
Calculus BC/ AB subscore	2A
Chemistry	5A with lab

*\*AP exams may be used in either area regardless of where the certifying CCC's discipline is located.*

Chinese Language & Culture	3B and 6A
Macroeconomics	4B
Microeconomics	4B
English Language	1A
English Literature*	1A or 3B*
Environmental Science	5A with lab
European History*	3B or 4F*
French Language	3B and 6A
French Literature	3B and 6A
German Language	3B and 6A
Comparative Government & Politics	4H
U.S. Government & Politics	4H and US 2
Human Geography	4E
Italian Language & Culture	3B and 6A
Japanese Language & Culture	3B and 6A
Latin Literature	3B and 6A
Latin: Vergil	3B and 6A
Physics B	5A with lab
Physics C mechanics	5A with lab
Physics C electricity/magnetism	5A with lab
Psychology	4I
Spanish Language	3B and 6A
Spanish Literature	3B and 6A
Statistics	2A
U.S. History*	(3B or 4F*) & US 1
World History*	3B or 4F*

*\*AP exams may be used in either area regardless of where the certifying CCC's discipline is located.*

Please consult with a counselor for more information regarding AP and IGETC credit.

### 2011-2012 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**

For CSU: select three courses, one each from Group A, B, and C. For UC, select two courses, one each from Group A and B.

**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, with at least one course from Group A and one course from Group B, nine semester units.

**GROUP A - ARTS**

Architecture 100+, 101+, 102+

Art 101, 102, 103, 104, 105, 106, 107, 108, 110

Communications 109A, 109B

Dance 108

Drama 110

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\*, 203, 204

Philosophy 110, 111, 117

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

Speech 128 (will be removed from Area 3B effective Fall 2012)

**Area Notes**

*Credit is given for only one course in each of the following sets:*

*Art 108 or Humanities 108*

*Communications 109A or Humanities 109A*

*Communications 109B or Humanities 109B*

*English 242 or Humanities 242*

*Humanities 114 or 118*

**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

Biology 108A+, 251

Communications 110, 160

Economics 101, 102

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

Geography 102, 109

History 100+, 101, 102, 109, 110, 111, 112, 117+, 118+, 206, 211, 214, 215, 216, 238

Journalism 110, 160

Political Science 100+, 101+, 102, 103, 104, 201, 210, 211, 220

Psychology 110, 111+, 112+, 114+, 116+, 140, 204, 205, 230, 251

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

Speech 128

**Area Notes**

*Credit is given for only one course in each of the following sets:*

*Behavioral Science 103 or Biology 108A*

*Biology 251 or Psychology 251*

*Communications 110 or Journalism 110*

*Communications 160 or Journalism 160*

*History 211 or Political Science 211*

*Psychology 111 or Psychology 116*

*Psychology 140 or Sociology 140*

*Psychology 205 or Sociology 205*

*Psychology 230 or Sociology 230*

**AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES**

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

**GROUP A - PHYSICAL SCIENCES**

Astronomy 101, 105, 117F, 117L

Biology 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

Geology 138

Physical Education 107

**Area Notes**

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

*Astronomy 105 or Biology 105 or Geology 105*

*Biology 107 or Physical Education 107*

*Biology 138 or Geology 138*

*Biology 160 or Environmental Landscaping 160*

*(b) Biology 138, Geology 138 may be used for 5A or 5B but not both*

**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.
- Satisfactory completion, with a grade of "C" grade or higher, of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English. Documentation must be presented.
- 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, 204

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

**Area 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 to the CSU.)  
Select one course from Group A and one course from Group B

### GROUP A - UNITED STATES HISTORY

Ethnic Studies 111, 112, 121, 151  
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 SOC 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 HUM 108), 110#, 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, 190\*, 191\*, 192\*, 193, 194, 234, 235, 240, 241, 242, 243, 244, 245, 246, 247, 249 (see Var. Topic), 275, 276, 285, 286, 290\*

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

### ASTRONOMY

101, 105 (same as BIOL 105, GEOL 105), 117F (same as ASTR 117L), 117L, 139 (see Var. Topic), 249 (see Var. Topic)

### BEHAVIORAL SCIENCE

103 (same as BIOL 108A), 105, 139 (see Var. Topic), 249 (see Var. Topic)

### BIOLOGY

100, 105 (same as ASTR 105, GEOL 105), 107 (same as PE 107), 108A (same as BEHS 103), 109, 110o, 110Lo, 112A, 112B, 112C, 115, 116, 120, 138 (same as GEOL 138), 139 (see Var. Topic), 142 (same as GEOL 142), 145 (same as GEOL 145), 147, 160 (same as ELND 160), 162, 171, 224, 235, 240, 246, 249 (see Var. Topic), 250 (same as GEOL 250), 251 (same as PSY 251)

o No credit for 110 or 110L if taken after 115 or 116.

### 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

oo 132 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.

### COMMUNICATION

109A, 109B (same as HUM 109A and 109B), 110 (same as JOUN 110), 150o, 160 (same as JOUN 160)

oAny or all of these courses combined: maximum credit, one course.

### COMPUTER INFORMATION SYSTEMS

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

### COMPUTER SCIENCE

117 (same as MATH 117), 130, 135, 139 (see Var. Topic), 150# (same as ENGG 150), 160, 200, 220, 232, 235, 249 (see Var. Topic)

### COUNSELING

114

### DANCE

108, 112, 117\*, 119, 121, 122, 123, 126, 127AB, 130AB, 131AB, 132, 135, 139 (see Var. Topic), 142, 143, 154, 160, 161, 170, 171, 172, 173, 175, 224, 225, 228AB, 229AB, 241A-D, 249 (see Var. Topic)

\*Any or all of these Physical Education activity courses combined: maximum credit, 4 units.

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

### DRAMA

110, 116, 117, 119, 124\*, 125, 126, 127, 128, 130, 131, 134, 139 (see Var. Topics), 140, 144, 150, 160, 161, 162, 163, 164, 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 ETST 125, HIST 125, POLS 125, SSC 125), 139 (see Var. Topic), 249 (see Var. Topic)

### EDUCATION

110, 111

### ENGINEERING

110A#, 110B, 125, 126, 139 (see Var. Topic), 150# (same as COMP 150), 210, 220, 220L, 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 HUM 242), 249 (see Var. Topic)

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

### ENVIRONMENTAL LANDSCAPING

139 (see Var. Topics), 160 (same as BIOL 160)

### ETHNIC STUDIES

110, 111, 112, 121, 125 (same as ECON 125, HIST 125, POLS 125, SSC 125), 139 (see Var. Topic), 151, 154, 242, 249 (see Var. Topic)

### FILM/VIDEO

(Please see Communication)

### FIRE TECHNOLOGY

215

### 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 ASTR 105, BIOL 105), 109, 110+, 114, 116, 120+, 120L, 121, 125oo, 126oo, 138 (same as BIOL

138), 139 (see Var. Topic), 142 (same as BIOL 142), 145 (same as BIOL 145), 201, 249 (see Var. Topic), 250 (same as BIOL 250)

+ 110 and 120 combined: maximum credit, one course (per catalog).

oo 125 and 126 combined: maximum credit, three units.

## HEALTH EDUCATION

115, 130, 140#, 143# (same as PE 143#)

## HISTORY

100\*, 101, 102, 103, 109, 110, 111, 112, 117\*, 118\*, 125 (same as ECON 125, ETST 125, POLS 125, SSC 125), 139 (see Var. Topic), 206, 211 (same as POLS 211), 214, 215, 216, 238, 249 (see Var. Topic)

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

\*100, 117 and 118 combined: maximum credit, two courses.

## HUMANITIES

100AB, 107, 108 (same as ART 108), 109A, 109B (same as COMM 109A, 109B), 114o (same as HUM 118), 118o (same as HUM 114), 125, 139 (see Var. Topic), 242 (same as ENGL 242), 249 (see Var. Topic)

o 114 and 118 combined: maximum credit, one course.

## INDEPENDENT STUDY

(See Variable Topics Courses)

## ITALIAN

101\*, 102, 108Ao, 108Bo, 108Co, 108Do, 139 (see Var. Topic), 203, 204, 225, 226, 228#, 249 (see Var. Topic)

\*Corresponds to two years of high school study.

o 108A, 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 COMM 110), 160 (same as COMM 160)

## LIBRARY

110\*, 115\*

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

## MATHEMATICS

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

\*105 and 109 combined: maximum credit, one course.

+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, 139 (see Var. Topic), 162, 163, 165, 166, 167, 168, 169, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180#, 181, 182, 183, 187, 191, 193, 211, 212, 214, 221, 222, 249 (see Var. Topic), 261# 262#, 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 BIOL 107), 110\*, 112\*, 117\*, 125A\*, 125C\*, 125D#, 125F\*, 125H\*, 125K\*, 126\*, 129\*, 132\*, 139\*\* (see Var. Topic), 143# (same as HED 143#), 146\*, 147\*, 150\*, 155\*, 156\*, 160\*, 164\*, 167\*, 169\*, 173A\*, 175\*, 176\*, 178\*, 180\*, 181\*, 182#, 183\*, 185\*, 187\*, 190A+, 191A+, 192A+, 193A+, 195A+, 195B+, 197A, 216A, 249\*\* (see Var. Topic), 267\*

\*Any or all of these Physical Education activity courses combined: maximum credit, 4 units.

## 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 ECON 125, ETST 125, HIST 125, SSC 125), 139 (see Var. Topic), 201, 203, 210, 211 (same as HIST 211), 220, 249 (see Var. Topic)

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

## PSYCHOLOGY

110, 111+, 112, 114, 116+, 120, 139 (see Var. Topic), 140 (same as SOC 140), 204, 205 (same as SOC 205), 230 (same as SOC 230), 249 (see Var. Topic), 251 (same as BIOL 251)

+111 and 116 combined: maximum credit, one course.

## SOCIAL SCIENCE

125 (same as ECON 125, ETST 125, HIST 125, POLS 125), 139 (see Var. Topic), 249 (see Var. Topic)

## SOCIOLOGY

110, 112, 114, 139 (see Var. Topic), 140 (same as PSY 140), 184 (same as AJ 204), 205 (same as PSY 205), 230 (same as PSY 230), 249 (see Var. Topic)

## SPANISH

101\*, 102, 139 (see Var. Topic), 203, 203HB, 204, 225, 226, 228A, 228B#, 228C#, 230A, 230B, 230C, 235, 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\* (same as MATH 115)

\*115 and Math 115 combined: maximum credit, one course.

## VARIABLE TOPICS COURSES

(Independent Study, Selected Topics, Internship, Fieldwork, etc.)

Note: 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.

Page intentionally left blank.



# 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, 3.0 Units. 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 (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 5, 55201 a-f).
2. Sequential courses in a degree-applicable program.
3. Courses requiring a prerequisite to transfer to a four-year college.
4. Courses requiring preparation to protect health and safety.
5. Technical or vocational courses or programs that require special preparation.

### Equivalent Course Work/ Prerequisite Challenges

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

### Corequisites

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

### Advisories

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

### Other Limitations

Other limitations on enrollment may include:

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

## GRADING SYSTEMS

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

## COURSE NUMBERING SYSTEM

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

- 0-099 Preparatory/remedial courses and courses that do not apply to the major. Courses numbered 00-99 are not applicable to the Associate degree.
- 100-199 Courses taken during the first year of academic work or the first 30 units of course work. Courses numbered 100-199 are applicable to the Associate degree.
- 200-299 Courses taken during the second year of academic work or the second 30 units of course work. Courses numbered 200-299 are applicable to the Associate degree.

# 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](http://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.

**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 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/SOC	220	Vice, Narcotics, and Organized Crime	3
<b>TOTAL UNITS</b>			<b>27</b>

**ADMINISTRATION OF JUSTICE COURSES (AJ)****AJ 039: Selected Topics (Nondegree Applicable)**

*0.5-6 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 Units. (CSU w/limit)*

**AJ 204: Crime and Delinquency**

*3.0 Units. No prerequisite. Can be taken as Administration of Justice 204 or Sociology 184; credit 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 takes a sociological perspective and integrates theories from sociology, criminology, and criminal justice. (CSU/UC) CSU Area D-0

**AJ 212: Introduction to Evidence**

*3.0 Units. 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 as Administration of Justice 220 or Sociology 220; credit awarded for only one course. Three lecture hours weekly.*

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

**AJ 249: Independent Study**

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

## 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 Units.

**ASL 101: Elementary Sign Language I**

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

This introductory course emphasizes visual readiness skills for recognition and expression of appropriate facial expressions and body movements, response to commands, and learning how to visualize the environment. Communicative functions, vocabulary, grammar, and cultural aspects of the deaf community are introduced and studied. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 6A: 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 and 6A: 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. Includes an introductory comparison of the structures of visual and spoken

languages and a presentation of the normative system of laws in America that has developed for deaf Americans. (CSU) AA/AS Areas C and G, CSU Areas C-2 or D-1

**ASL 139: Selected Topics**

0.5-6 Units. (CSU w/limit)

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

**ASL 204: Intermediate Sign Language IV**

4.0 Units. 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: Independent Study**

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. 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; cross-cultural marriage and family processes; prehistory and archaeology; art, healing, religion, and technology. Because it is such a diverse discipline, one may find anthropologists uncovering our early ancestors in Africa, excavating a pyramid in Central America, studying peoples in New Guinea or in San Francisco, collecting information on orangutans in Southeast Asia, and advising business and government on customs in India.

**Career Options**

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](http://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 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 upon photographs or descriptions. Some instructors may require field trips to local zoos, museums or lectures. (CSU/UC) AA/AS Area A, CSU Area B-2, IGETC Area 5B

**ANTH 101L: Physical/Biological Anthropology Laboratory**

1.0 Unit. Prerequisite: Anthropology 101 or concurrent enrollment. Three laboratory hours weekly.

Laboratory and related exercises selected from the fields of: genetics, the human genome, human variability, medical genetics, nonhuman primates, human dental and skeletal anatomy, forensics, primate behavior, reconstruction, fossil hominids, the scientific method including probability and research design. The nature of the course requires students to solve problems, to observe, to take a hands-on approach to the subject matter. This course is supplemental to Anthropology 101. It is designed to cover in greater detail areas which are taught in Physical/Biological Anthropology and which require the active participation of students in learning how to accomplish specific tasks related to the above areas. Field trips may be included. (CSU/UC) AA/AS Area A, CSU Area B-2 or 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 upon non Western societies. Areas that may be covered are social organization, belief systems and ritual behavior, socialization, psychological anthro-

pology, 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 4A

**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 upon cultural change, impact of technology, external and regional pressures and how they impact local groups. The role of women, children, ethnic/racial/religious violence, and class conflict will be examined. Poverty, child/female trafficking, slavery, child soldiers, disease, forced migration, famine and genocide will be covered. The use of police, 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 4A

**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 4A

**ANTH 139: Selected Topics**

0.5-6 Units. (CSU w/limit)

**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 4A

**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 4A

### **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 4A

### **ANTH 249: Independent Study**

*1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.*

## **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](http://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.

**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	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
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	150*	Green and Sustainable Architectural 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
<b>TOTAL UNITS</b>			<b>43</b>

\*Recommended for transfer students.

## ARCHITECTURE COURSES (ARCH)

### ARCH 039: Selected Topics (Nondegree Applicable)

0.5-6 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. 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 are emphasized. Students learn about design methodology, site and program analysis, and presentation techniques. Students further address formal, symbolic, and contextual issues of architecture. (CSU)

### ARCH 120: Beginning Architectural Drafting

4.0 Units. No prerequisite. Three lecture and three laboratory hours weekly.

This course introduces students interested in architecture, interior design, landscape architecture, construction, engineering, and other related fields to the fundamentals of architectural drafting. Students learn hard-line drafting skills, architectural conventions, and the appropriate applications for the following architectural drawings: plan, section, elevation, paraline, and perspective. Emphasis is placed on the importance of drawings in the communication between designers, clients and builders, and on the relationship between three-dimensional form and its two-dimensional representation on paper. (CSU)

### ARCH 121: Intermediate Architectural Drafting

4.0 Units. Prerequisite: Architecture 120. Advisories: Architecture 110 and 130. 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. Students learn how to work both individually and in teams, simulating the office environment. (CSU)

### ARCH 130: Introduction to Architecture and Environmental Design

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

### **ARCH 139: Selected Topics**

*0.5-6 Units. (CSU w/limit)*

### **ARCH 140: 2-D Computer Graphics for Architecture**

*4.0 Units. No prerequisite. Advisory: Architecture 120. Three lecture and three laboratory hours weekly.*

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

### **ARCH 141: 3-D Computer Graphics for Architecture**

*4.0 Units. Prerequisite: Architecture 140. Three lecture and three laboratory hours weekly.*

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

### **ARCH 150: Green and Sustainable Architectural Design**

*4.0 Units. No prerequisite. Three lecture and three laboratory hours weekly.*

In this course, students learn the fundamentals of green sustainable architecture. Through lectures, discussion, and class design projects, students consider a wide range of sustainability issues, including the history of environmental degradation and the rise of sustainability as a discipline. Topics include energy conservation and generation,

reuse and recycling, renewable materials, and a range of planning and transportation considerations in terms of their impact on the environment. The lab section of the class is designed to give students hands-on experience in green and sustainable design through a series of architectural design projects. (CSU)

### **ARCH 220: Advanced Architectural Drafting**

*4.0 Units. Prerequisites: Architecture 120 and 121 or concurrent enrollment. Three lecture and three laboratory hours weekly.*

Students design a small house and provide the necessary drawings which include program development, schematic design, design development and working drawings. A presentation of the completed project is required at the end of the semester. (CSU)

### **ARCH 249: Independent Study**

*1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. 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 Lazzar, 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](http://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.

**Note: Students must complete English 150 for the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.**

REQUIREMENTS			UNITS
ART	112	2-D Art Fundamentals	4
ART	130	Drawing and Composition I	4
<b>One art history course from the following:</b>			
ART	101	History of Ancient Art	3
ART	102	History of European Art	3
ART	103	History of Modern Art	3
ART	104	History of Asian Art	3
ART	105	History of Contemporary Art	3
ART	106	History of Women Artists	3
ART	107	History of American Art	3
ART	108	Arts of the Americas (also offered as ETST 108 or HUM 108)	3
<b>And 12 additional units from the following:</b>			
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
<b>TOTAL UNITS</b>			<b>23</b>

### A.S. IN DESIGN, APPLIED, OCCUPATIONAL

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

**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	History of 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
<b>TOTAL CORE UNITS</b>			<b>26</b>

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

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

**TOTAL DEGREE UNITS 42**

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

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

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

**TOTAL DEGREE UNITS 42**

\* 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.

**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
<b>Freshman Year - First Semester</b>			
ART	112	2-D Art Fundamentals	4
ART	114	Interior Design I	4
ART	130	Drawing and Composition I	4
<b>Freshman Year - Second Semester</b>			
ARCH	120	Beginning Architectural Drafting	4
ART	102	History of European Art	3
ART	115	Interior Design II (Fall only)	4
<b>Sophomore Year - First Semester</b>			
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

**TOTAL UNITS**

4  
49

**ART COURSES (ART)****ART 039: Selected Topics (Nondegree Applicable)**

0.5-6 Units.

**ART 101: History of Ancient Art**

3.0 Units. No prerequisite. Three lecture hours weekly.

This course surveys early art and visual culture in a selection of sites in the world, including prehistoric, Near Eastern, Greek, Roman, and Byzantine. Emphasis is placed on enhancing students' ability to observe and describe visual works, and to understand them in their social and historical context. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

**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 medieval times to the mid-nineteenth century. The interactions of cultures and religions are considered in relation to their art. Emphasis is placed on enhancing students' ability to observe and describe visual works, and to understand them in their social and historical context. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

**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. Work in a variety of materials is studied in relation to its social and religious contexts. The role of Asian art in the contemporary world is considered, including work by expatriate artists. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

**ART 105: History of Contemporary Art**

3.0 Units. No prerequisite. Three lecture hours weekly.

This course covers recent art, focusing on the art and visual culture of the last thirty years. Emphasis is on new concepts and techniques by a diverse selection of artists. The visual and social issues raised by contemporary art 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 cultures and identities. A variety of media is covered, from historical to contemporary eras. Students develop visual awareness, and familiarity with the social circumstances in which the work was produced. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

**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 as Art 108 or Humanities 108; credit 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 focuses 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 110: History of Islamic Art**

3.0 Units. No prerequisite. Three lecture hours weekly.

This survey of Islamic art considers the development of artistic forms produced for the practice of Islam, as well as art and architecture produced for and by people who live in predominantly Islamic regions. Visual cultures from Spain to China are discussed, from the 7th century C.E. to the present. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

**ART 112: 2-D Art Fundamentals**

4.0 Units. 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.*

This course is geared to bring awareness and professional skills to both studio arts students and those wanting to be employed in the arts. The class teaches the basic mechanics of preparing, organizing, designing, and installing art exhibitions at the College of Marin Fine Art Gallery. Field trips include visits to local galleries, museums, artist's studios, other educational venues, non-profit art spaces, and alternative exhibition venues. (CSU) CSU Area C-1

**ART 119: Art Gallery Design and Management II**

*4.0 Units. 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 as Art 128, Ethnic Studies 128, or Humanities 128; credit 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 set up background for an intensive field trip(s) that may include visits to museums, galleries, libraries, artists' studios, and to architectural and archeological sites where lecture, discussion, and personal exploration take place. May be used to bring students to a major media-specific conference. 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 shadow, texture, proportion, and perspective rendering of objects in space; development of composition awareness by means of balance, focal point, area of emphasis, proportion, economy, etc. A variety of graphic materials (pencil, charcoal, pen and ink, washes, etc.) will be used for both realistic and experimental drawing approaches. Lectures, demonstrations, critiques, and supervision of works in progress. A sketchbook and/or portfolio of work done in and out of class may be required. Required of all art majors. (CSU/UC) CSU Area C-1

**ART 131: Drawing and Composition II**

*4.0 Units. Prerequisite: Art 130. Three lecture and three laboratory hours weekly.*

Continuation of drawing exercises in line, light and shadow, texture, and perspective rendering of objects in space; development of principles of composition. A variety of graphic materials (pencil, charcoal, pen and ink, washes, etc.) will be used for both realistic and experimental drawing as well as an introduction to the use of color and collage in drawing. Lectures, demonstrations, critiques, and supervision of work in progress. A sketchbook and/or portfolio of work in and out of class may be required. (CSU/UC)

**ART 134: Life Drawing I**

4.0 Units. 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 Units. (CSU w/limit)

**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. (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. Three lecture and three laboratory hours weekly.

The development and refinement of painting skills, form, and composition using the human figure as subject matter. Both traditional and experimental means of expression will be examined. Lectures, demonstrations, critiques, and supervision of work in progress. Painting and/or a portfolio of work in and out of class may be required. (CSU/UC) CSU Area C-1

**ART 147: Life Painting II**

4.0 Units. Prerequisite: Art 146. Three lecture and three laboratory hours weekly.

Continued development and refinement of painting skills, form, and composition using the human figure as a subject matter. Both traditional and experimental means of expression will be examined. Lectures, demonstrations, critiques, and supervision of work in progress. Painting and/or a portfolio of work in and out of class may be required. (CSU/UC)

**ART 148: Color Theory**

4.0 Units. No prerequisite. Three lecture and three laboratory hours weekly.

The general theory and practice of color and its uses in painting, interior design, architecture, and computer-based design. The course includes color mixing, color matching, color harmonies, color interactions, and the effects of different lighting sources on color. The physics and biology of color will be explained, and various cultures' use of color will be discussed. Color as it applies to still life, landscape, and portraiture will be demonstrated and practiced. (CSU/UC) CSU Area C-1

**ART 152: Printmaking I**

4.0 Units. Prerequisite: Art 130. Advisory: Art 125. Three lecture and three laboratory hours weekly.

This course introduces the concepts and techniques of basic fine art printmaking. Instruction and studio work include intaglio (etching and drypoint), relief (woodcut and linocut) collagraph, and monotype methods. Photo polymer/solar plate techniques incorporating computer generated images are also introduced. 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.*

Study of the structure of form as manifest in self-expression. Survey of the history of sculpture including contemporary directions. Instruction in basic techniques of stone and wood carving, modeling, moldmaking, welding, bronze casting, and plaster. Visiting artists will participate and field trips to museums and galleries will be planned. (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. Three lecture and three 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. Three lecture and three 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. Three lecture and three laboratory hours weekly.

The exploration of photography as an art form using digital tools and software. Emphasis is balanced between technical skill and the cre-

ative process. In-class exercises, out-of-class shooting assignments, and group critiques. A basic digital camera is required. (CSU/UC)

**ART 194: Intermediate Digital Photography**

4.0 Units. Prerequisite: Art 193. Three lecture and three 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/UC)

**ART 196: Digital Scanning and Archiving of Film, Slides, and Prints**

4.0 Units. No prerequisite. Three lecture and three laboratory hours weekly.

Discover how to design a logical system to organize and locate image files using cutting-edge, user-friendly, affordable photography software. Obtain marketable skills and/or archive important images for future generations. Excellent for art students, photography majors, and others who have negatives or slides and would like to scan, modify, or simply archive them digitally using a film scanner. Emphasis will be on developing skills through basic assignments. Software: Adobe Lightroom. (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**

3.0 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 work with clients toward creative design solutions, project development and communication, and presentation skills. Space planning, furnishings/equipment selection and arrangement, color and materials selection are covered as aspects of the residential interior design process. Portfolios and project notebooks include floor plans, furnishings/equipment plans, elevations, paraline 45-45 oblique drawings, electrical plans, materials/finish schedules, furnishings/equipment specifications, budgets and concept/sample boards. 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 improve-

ment, 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 direction. Technical and formal instruction will be combined with conceptual and philosophical discussions and critiques to assist and encourage students to better understand visual expression in the context of current culture. Students will be required to visit several galleries and museums in the San Francisco Bay Area and to read current fine arts periodicals and journals as well as local art criticism (e.g. San Francisco Chronicle, Examiner, etc.). In collaboration with 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.

This course emphasizes personal expression as well as mastery of the technical challenges particular to the medium. Students are encouraged to further their commitment to their work, balancing technical skills in direct correlation to their work's content. Frequent critique sessions, lectures, and demonstrations will examine paper selection and reaction to the medium, the tendency of watercolor to flow, and its qualities of transparency and evaporation. (CSU/UC)



**ART 245: Watercolor IV**

4.0 Units. Prerequisite: Art 244. Three lecture and three laboratory hours weekly.

This course continues the emphasis on personal expression and exploration, as well as on mastering technical challenges particular to the medium. Students are encouraged to further their commitment to their work, balancing technical skills in direct correlation to their work's content. Frequent critique sessions, lectures, and demonstrations will examine paper selection and reaction to the medium, the tendency of watercolor to flow, and its qualities of transparency and evaporation. (CSU/UC)

**ART 246: Life Painting III**

4.0 Units. Prerequisite: Art 147. Three lecture and three laboratory hours weekly.

A continuation of painting practices in developing the figure as part of the composition, correct proportions of the figure in space, light and shadow, and brushwork. Oil or acrylic paint will be used for both realistic and experimental figure painting, and for developing an awareness of the use of color. Lectures, demonstrations, critiques, and supervision of work in progress. Paintings and/or a portfolio of work done in and out of class may be required. (CSU/UC)

**ART 247: Life Painting IV**

4.0 Units. 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: Independent Study**

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

**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 mono-type/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 mono-type/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.

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

**ART 281: Sculpture IV**

4.0 Units. No prerequisite. Three lecture and three laboratory hours weekly.

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

**ART 295: Advanced Projects in Art**

4.0 Units. Prerequisite: Completion of highest course level in area of study, such as Art 131, 217, 235, 241, 245, 247, 271, 281, 286, or 290. Advisory: Art 138 and 118. Six laboratory hours weekly.

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

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

4.0 Units. Prerequisite: Completion of highest course level in area of study, such as Art 131, 217, 235, 241, 245, 247, 271, 281, 286, or 290. Advisory: Art 138 and 118. Six laboratory hours weekly.

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

# ASTRONOMY

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

## Career Options

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

Department Phone: (415) 485-9549

## Transfer

Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on [www.assist.org](http://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 Units.

### ASTR 101: Introduction to Astronomy

3.0 Units. No prerequisite. Three lecture hours weekly.

This course is a non-mathematical description of the universe designed especially for the nonscience student. Topics include motions in the sky, historical astronomy, Newton's laws, gravitation, light, the solar system, stellar evolution, galaxies, and cosmology. Further emphasis is placed on the development of astronomy and science in general. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC 5A

### ASTR 105: Cosmic Evolution

3.0 Units. No prerequisite. Can be taken as Astronomy 105, Biology 105, or Geology 105; credit awarded for only one course. Three lecture hours weekly.

This interdisciplinary course 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 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 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 and 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 and B-3, IGETC Area 5A

### ASTR 139: Selected Topics

0.5-6 Units. (CSU w/limit)

### ASTR 249: Independent Study

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

# AUTOMOTIVE COLLISION REPAIR TECHNOLOGY

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

## Career Options

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

Faculty

Ron Palmer

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

## A.S. IN AUTOMOTIVE COLLISION REPAIR TECHNOLOGY, MASTER COLLISION REPAIR, OCCUPATIONAL

(Certificate of Achievement also awarded.)

The Automotive Collision Repair Technology Program is offered at the Indian Valley Campus. Students who complete the requirements for Master Collision Repair or any of the other three A.S. degrees in ACRT listed below, plus additional general education and graduation requirements, will be awarded an Associate in Science degree. Students who complete only the required courses for the major will receive a Certificate of Achievement. In addition, students may be

credited with up to two years toward their apprenticeship in Marin County's automotive reconditioning and refinishing market.

**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/AUTO 95*	Applied Automotive Math	1
ACRT 101	Basic Sheet Metal Operations for Automotive Collision Repair	2
ACRT 102	Introduction to Automotive Collision Repair	2
ACRT 103	Nonstructural Analysis and Damage Repair	2
ACRT 104	Structural Analysis and Damage Repair	2
ACRT 105	Advanced Structural Analysis and Damage Repair	2
ACRT 106	Metal Fabrication	2
ACRT 107	MIG Welding for Automotive Collision Repair	2
ACRT 201	Automotive Paint: Waterborne, Clearcoats, and Detailing	4
ACRT 202	Automotive Paint: Three-Stage and Custom Painting	4
ACRT/AUTO 225	Automotive Careers and Customer Relations	2
ACRT 279	Frame Straightening and Repair	2
AUTO 111	Automotive Maintenance – Intermediate	3
AUTO 113	Specialized Electronic Training	5
ACRT 160A	Automotive Painting and Refinishing Repair Workshop	1.5
ACRT 160B	Automotive Dent and Damage Repair Workshop	1.5
ACRT 160C	Automotive Structural Repair Workshop	1.5
ACRT 160D	Automotive Mechanical and Electrical Repair Workshop	1.5
<b>TOTAL UNITS</b>		<b>41</b>

\* Applied toward the Certificate of Achievement only.

### A.S. IN AUTOMOTIVE COLLISION REPAIR TECHNOLOGY, ELECTRIC VEHICLE SPECIALIST

*(Certificate of Achievement also awarded.)*

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

### A.S. IN AUTOMOTIVE COLLISION REPAIR TECHNOLOGY, STRUCTURAL AND NONSTRUCTURAL DAMAGE REPAIR

*(Certificate of Achievement also awarded.)*

REQUIREMENTS		UNITS
ACRT/AUTO 95*	Applied Automotive Math	1
ACRT 101	Basic Sheet Metal Operations for Automotive Collision Repair	2
ACRT 102	Introduction to Automotive Collision Repair	2
ACRT 103	Nonstructural Analysis and Damage Repair	2
ACRT 107	MIG Welding for Automotive Collision Repair	2
ACRT 160C	Automotive Structural Repair Workshop	1.5
ACRT 160D	Automotive Mechanical and Electrical Repair Workshop	1.5
ACRT/AUTO 225	Automotive Careers and Customer Relations	2
ACRT 279	Frame Straightening and Repair	2
AUTO 111	Automotive Maintenance – Intermediate	3
<b>TOTAL UNITS</b>		<b>19</b>

\* Applied toward the Certificate of Achievement only.

### A.S. IN AUTOMOTIVE COLLISION REPAIR TECHNOLOGY, PAINTING AND REFINISHING

*(Certificate of Achievement also awarded.)*

REQUIREMENTS		UNITS
ACRT/AUTO 95*	Applied Automotive Math	1
ACRT 101	Basic Sheet Metal Operations for Automotive Collision Repair	2
ACRT 102	Introduction to Automotive Collision Repair	2
ACRT 103	Nonstructural Analysis and Damage Repair	2
ACRT 201	Automotive Paint: Waterborne, Clearcoats, and Detailing	4
ACRT 202	Automotive Paint: Three-Stage and Custom Painting	4
ACRT/AUTO 225	Automotive Careers and Customer Relations	2
ACRT 160A	Automotive Painting and Refinishing Repair Workshop	1.5
ACRT 160B	Automotive Dent and Damage Repair Workshop	1.5
<b>TOTAL UNITS</b>		<b>20</b>

\* Applied toward the Certificate of Achievement only.

### AUTOMOTIVE COLLISION REPAIR TECHNOLOGY COURSES (ACRT)

#### ACRT 039: Selected Topics (Nondegree Applicable)

0.5-6 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 as Automotive Collision Repair Technology 95 or Automotive Technology 95; credit awarded for only one course.

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

#### ACRT 101: Basic Sheet Metal Operations for Automotive Collision Repair

2.0 Units. No prerequisite. One lecture and three laboratory hours weekly.

This course introduces basic metalworking techniques and their usefulness in other applications. It includes basic metal straightening fundamentals and introduces students to tools, techniques, and theories of metalworking. Students learn how to follow a professionally prepared blueprint or personal drawing, and learn about hybrid technology components and new vehicle aerodynamics. They study metallurgy, and manufacturing technology as it applies to the new methods of mass production. May be taken four times for credit. (CSU)

#### ACRT 102: Introduction to Automotive Collision Repair

2.0 Units. No prerequisite. One lecture and three laboratory hours weekly.

This course introduces basic auto body repair techniques and their usefulness in other applications. The course includes basic panel repair and introduces students to tools, techniques, and theories of body repair and priming. Students learn how to follow a professionally prepared blueprint or personal drawing, and learn about hybrid technology components and new vehicle aerodynamics. They study metallurgy, and manufacturing technology as it applies to the new methods of mass production. May be taken four times for credit. (CSU)



**ACRT 103: Nonstructural Analysis and Damage Repair**

2.0 Units. No prerequisite. One lecture and three laboratory hours weekly.

This course introduces nonstructural analysis techniques and their usefulness in other applications. The course includes basic metal repair fundamentals, and introduces students to tools and techniques. Students learn how to follow a professionally prepared blueprint or personal drawing, and learn about repair of hybrid technology components. The course includes manufacturing technology as it applies to the new methods of mass production, including new vehicle aerodynamics, and the study of basic metallurgy and synthetic substitutes. May be taken four times for credit. (CSU)

**ACRT 104: Structural Analysis and Damage Repair**

2.0 Units. No prerequisite. One lecture and three laboratory hours weekly.

This course introduces structural analysis techniques and their usefulness in other applications. The course includes basic metal straightening fundamentals, and introduces students to tools, techniques, and theories of damage repair. Students learn how to follow a professionally prepared blueprint or personal drawing. They learn about repair of hybrid technology components, and study manufacturing technology as it applies to the new methods of mass production, including new vehicle aerodynamics. Additional topics include metallurgy, synthetic substitutes, and mathematical/geometric predictions of what happens during impact/repair. May be taken four times for credit. (CSU)

**ACRT 105: Advanced Structural Analysis and Damage Repair**

2.0 Units. No prerequisite. One lecture and three laboratory hours weekly.

This course introduces advanced structural analysis techniques and their usefulness in other applications. The course includes advanced metal straightening fundamentals, and introduces students to tools, techniques, and theories of plastic damage repair. Students learn how to follow a professionally prepared blueprint or personal drawing, and learn about repair of hybrid technology components. They study manufacturing technology as it applies to the new methods of mass production, including new vehicle aerodynamics. Additional topics include metallurgy, synthetic substitutes, and mathematical/geometric predictions of what happens during impact/repair. May be taken four times for credit. (CSU)

**ACRT 106: Metal Fabrication**

2.0 Units. No prerequisite. One lecture and three laboratory hours weekly.

This course introduces advanced metal fabrication techniques and their usefulness in other applications. The course includes basic metal straightening fundamentals, and introduces students to tools, techniques, and theory of metal fabrication. Students learn how to follow a professionally prepared blueprint or personal drawing. The fabrication of metal includes cutting and fitting different types of tubing and the proper use of specialized equipment necessary to build various automotive components. Students learn skills necessary to fabricate interior and exterior sheet metal parts. Upon completion, students should be able to build components/chassis with the correct geometric angles, and to fabricate, form, and fit various sheet metal components to meet industry standards. May be taken four times for credit. (CSU)

**ACRT 107: MIG Welding for Automotive Collision Repair**

2.0 Units. No prerequisite. One lecture and three laboratory hours weekly.

This course introduces basic auto body repair techniques using the MIG (metal inert gas) Welder. The course includes a short introduction to welding, and introduces students to MIG techniques and theories of metalworking. Students learn how to follow a professionally prepared blueprint or personal drawing. Other topics include hybrid technology components, manufacturing technology as it applies to the new methods of mass production (including new vehicle aerodynamics), and metallurgy. May be taken four times for credit. (CSU)

**ACRT 139: Selected Topics**

0.5-6 Units. (CSU w/limit)

**ACRT 160A: Automotive Painting and Refinishing Repair Workshop**

1.5 Units. No prerequisite. One and one-half lecture and eight laboratory hours weekly for six weeks.

A skill-building workshop in the area of automotive refinishing. Students work on projects of their choice under the direction and supervision of the instructor. Practice includes methods and techniques in basic, intermediate and advanced levels of auto refinishing. Related aspects of the automotive collision repair field are also reviewed and practiced. May be taken four times for credit. (CSU)

**ACRT 160B: Automotive Dent and Damage Repair Workshop**

1.5 Units. No prerequisite. One and one-half lecture and eight laboratory hours weekly for six weeks.

A skill-building workshop in the area of automotive dent and damage repair. Students work on projects of their choice under the direction and supervision of the instructor. Practice includes methods and techniques in basic, intermediate and advanced levels of auto non-structural repair. Related aspects of the automotive collision repair field are also reviewed and practiced. May be taken four times for credit. (CSU)

**ACRT 160C: Automotive Structural Repair Workshop**

1.5 Units. No prerequisite. One and one-half lecture and eight laboratory hours weekly for six weeks.

A skill-building workshop in the area of automotive structural repair. Students work on projects of their choice under the direction and supervision of the instructor. Practice includes methods and techniques in basic, intermediate and advanced levels of auto structural repair. Related aspects of the automotive collision repair field are also reviewed and practiced. May be taken four times for credit. (CSU)

**ACRT 160D: Automotive Mechanical and Electrical Repair Workshop**

1.5 Units. No prerequisite. One and one-half lecture and eight laboratory hours weekly for six weeks.

A skill-building workshop in the area of automotive mechanical and electrical repair. Students work on projects of their choice under the direction and supervision of the instructor. Practice includes methods and techniques in basic, intermediate and advanced levels of auto mechanical and electrical repair. Related aspects of the automotive



collision repair field are also reviewed and practiced. May be taken four times for credit. (CSU)

#### **ACRT 160E: Automotive Plastic Repair Workshop**

*1.5 Units. No prerequisite. One and one-half lecture and eight laboratory hours weekly for six weeks.*

A skill-building workshop in the area of automotive plastic repair. Students work on projects of their choice under the direction and supervision of the instructor. Practice includes methods and techniques in basic, intermediate and advanced levels of auto plastic repair. Related aspects of the automotive collision repair field are also 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 is primarily concerned with various methods and techniques of fastening and joining metals and various metal parts as they relate to the vehicle body and frame. This includes plasma arc cutting, electric spot, migwire, gas fusion, brazing, riveting, bolting, clips, retainers, and epoxy. Through this practicum experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. 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 is 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 includes plasma arc cutting, electric spot, migwire, gas fusion, brazing, riveting, bolting, clips, retainers, and epoxy. Through this practicum experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. 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 includes basic metal straightening fundamentals and introduces the beginner to the tools, techniques, and theory of metalworking. Through this practicum experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. 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 automotive body and fender repairs. No painting will be done in this class. Through this practicum experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. May be taken four times for credit. (CSU)

#### **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 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 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 learn how to identify the three classes of welding and the techniques used in the welding and installation of panels. Students learn various methods of welding, basic welding techniques, grazing and soldering, and plasma arc cutting. Through this practicum experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. 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 covers the basic procedures involved in the removal and replacement of quarter panels, rocker panels, door panels, and top panels. It also includes the various methods available for splicing damaged body panels or sections, rocker panels, floor sections, and front and rear body clips. Through this practicum experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. May be taken four times for credit. (CSU)

#### **ACRT 201: Automotive Paint: Waterborne, Clear Coat, and Detailing**

*4.0 Units. No prerequisite. Two lecture and six laboratory hours weekly.*

This course introduces students to the highly-skilled field of automotive spot painting and refinishing. It includes a comprehensive study of the materials, equipment, and techniques necessary for the successful application of automotive refinishing material. The course also includes auto body care and maintenance: buffing, rubbing, and polishing. Through the practicum experience, students have the

opportunity to integrate their classroom knowledge in a workplace environment. May be taken four times for credit. (CSU)

### **ACRT 202: Automotive Paint: Three-Stage and Custom Painting**

*4.0 Units. No prerequisite. Two lecture and six laboratory hours weekly.*

This course introduces students to the highly-skilled field of automotive three-stage and custom painting. It includes a comprehensive study of the materials, equipment, and techniques necessary for the successful application of automotive refinishing material. Through the practicum experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. 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 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 covers work ethics and worker/employer relations. It addresses customer relations in the auto repair industry and includes how to improve individual attitudes, productivity, and morale in the workplace. Students also examine methods of work and time-scheduling in independent automotive repair dealerships, service stations and manufactures dealerships. Speakers from the automotive industry present their personal career experiences. (CSU)

### **ACRT 249: Independent Study**

*1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.*

### **ACRT 273: Painting and Refinishing**

*4.0 Units. No prerequisite. Two lecture and six laboratory hours weekly.*

This course introduces the highly-skilled field of automotive spot painting and refinishing. It includes a comprehensive study of materials, equipment, and techniques necessary for the successful application of automotive refinishing material. Through this practicum experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. 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)

### **ACRT 279: Frame Straightening and Repair**

*2.0 Units. No prerequisite. One lecture and three laboratory hours weekly.*

This course covers conventional and unitized constructed vehicle frames, straightening and alignment of each type, alignment at

cross members, rear and side frame members, suspension systems, and steering principles in their relationship to frame alignment. (Study, demonstration, and practice with various types of frame straightening machines, gauges, tools, and safety precautions, used in the automotive collision industry, will be covered.) 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 290: Electric Vehicle Conversion and Hybrid Maintenance**

*3.0 Units. No prerequisite. May be taken as Automotive Collision and Repair Technology 290 or Electronics Technology 290; credit awarded for only one course. Two and one-half lecture and one and one-half laboratory hours weekly.*

This course covers hybrid maintenance, guiding students through the complete process of converting a vehicle from a gasoline engine to an electrically-powered engine. Students learn the principles behind good component layout, battery rack and box design, construction details, and electrical wiring. Hands-on experience installing these components is emphasized. Additionally, students learn about AC and DC drive systems, types of batteries, selecting the right chassis, transmission adapter housing design, and handling chargers and controllers. (CSU)

## **AUTOMOTIVE TECHNOLOGY**

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

### **Career Options**

Auto Mechanic - General, Brake Specialist, Computer Systems Specialist, Diagnostic 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 train-

ing 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.

**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/ACRT 95*	Applied Automotive Math		1
AUTO 112	Automotive Engines		4
AUTO 113	Specialized Electronic Training		5
AUTO 118	Brakes, Alignment and Suspension		6
AUTO/ACRT 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		2.5
AUTO 249C	Independent Study (Fieldwork)		3
MACH 120	Machine Technology I		3
MACH 130	Welding I		2
* Applied toward the Certificate of Achievement only.			
<b>TOTAL UNITS</b>			<b>36.5</b>

### 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.

**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 29.5 units from the following courses:			
AUTO/ACRT 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/ACRT 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		2.5
AUTO 249B	Independent 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 - L1 Alternative

2

\* Applied toward the Certificate of Achievement only.

**TOTAL UNITS**

**MINIMUM OF 29.5**

### 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 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 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.

**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/ACRT 95*	Applied Automotive Math		1
AUTO 114	Automotive Basic Fuel Systems		4
AUTO/ACRT 225	Automotive Careers and Customer Relations		2
AUTO 229	Automotive Systems, Troubleshooting and Diagnosis		4
AUTO 235	Automotive Air Conditioning		2.5
AUTO 238	Basic Area Clean Air Car Course		3.5
AUTO 240	Enhanced Area Clean Air Car Course		1
AUTO 249B	Independent 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 - L1 Alternative		2
* Applied toward the Certificate of Achievement only.			
<b>TOTAL UNITS</b>			<b>26</b>

### 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.

**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/ACRT 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/ACRT 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	2.5
AUTO 238	Basic Area Clean Air Car Course	3.5
AUTO 240	Enhanced Area Clean Air Car Course	1
AUTO 249	Independent Study (Fieldwork)	4
MACH 120	Machine Technology I	3
MACH 130	Welding I	2

\* Applied toward the Certificate of Achievement only.

**TOTAL UNITS** 60

### 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/ACRT 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
<b>TOTAL UNITS</b>		<b>13</b>

### 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 (also offered as ACRT 95)	1
AUTO 113	Specialized Electronic Training	5
AUTO 118	Brakes, Alignment and Suspension	6
AUTO 249A*	Independent Study (Fieldwork)	1

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

**TOTAL UNITS** 13

### 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/ACRT 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*	Independent Study (Fieldwork)	1

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

**TOTAL UNITS** 15

### 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/ACRT 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*	Independent 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.

**TOTAL UNITS** 17

### 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	3.5
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*	Independent Study (Fieldwork)	2

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

**TOTAL UNITS** 12.5

### 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/ACRT 95	Applied Automotive Math	1
AUTO 112	Automotive Engines	4
AUTO 113	Specialized Electronic Training	5
AUTO 249A*	Independent Study (Fieldwork)	1

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

**TOTAL UNITS** 11

### 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/ACRT 95	Applied Automotive Math	1
AUTO 113	Specialized Electronic Training	5
AUTO 235	Automotive Air Conditioning	2.5
AUTO 249A*	Independent Study (Fieldwork)	1

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

**TOTAL UNITS** 9.5

## AUTOMOTIVE TECHNOLOGY COURSES (AUTO)

### AUTO 039: Selected Topics (Nondegree Applicable)

0.5-6 Units.

### AUTO 095: Applied Automotive Math

1.0 Unit. No prerequisite. Can be taken as Automotive Technology 95 or Automotive Collision Repair Technology 95; credit awarded for only one course. Three and one-fifth lecture hours one day a week for five weeks.

This course reviews addition, subtraction, multiplication, and division of whole numbers, fractions, decimals and percentages. 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 learn to balance wheels; operate wheel aligners including four-wheel computer aligners; repair and service disc, drum, and anti-lock brake systems; and service rack, pinion, and worm gear steering gears. Diagnosing and troubleshooting all of these systems is included. Health and safety working with asbestos is stressed. May be taken twice for credit. (CSU)

**AUTO 139: Selected Topics**

0.5-6 Units. (CSU w/limit)

**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 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 covers work ethics and worker/employer relations. It addresses customer relations in the auto repair industry and includes how to improve individual attitudes, productivity, and morale in the workplace. Students also examine methods of work and time-scheduling in independent automotive repair dealerships, service stations and manufactures dealerships. Speakers from the automotive industry present their personal career experiences. (CSU)

**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 laboratory 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 are 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 qualify 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 239: Bureau of Automotive Repair (B.A.R.) 2011-2012 Update Training Course**

*0.5 Unit. No prerequisite. Ten lecture and eight laboratory hours.*

This course covers proper vehicle preconditioning for ASM and TSI tests, proper gear selection for ASM tests, the use of aftermarket parts, catalytic converter testing, and new emission control technology. (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 includes 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: Independent Study**

*1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.*

### **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**

*2.0 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, encompassing such disciplines as anthropology, psychology, and sociology. The courses offered are intended to be used as a background for general education.

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

### BEHAVIORAL SCIENCE COURSES (BEHS)

#### BEHS 039: Selected Topics (Nondegree Applicable)

0.5-6 Units.

#### BEHS 103: Human Sexuality

3.0 Units. No prerequisite. Students may receive credit for Behavioral Science 103 or Biology 108A, but not both courses. Three lecture hours weekly.

This survey course examines aspects of human sexual behavior. Topics are considered from psychological, social, cultural, and biological perspectives. Topics include 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 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 118: Drugs and Behavior

3.0 Units. No prerequisite. Three lecture hours weekly.

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

#### BEHS 139: Selected Topics

0.5-6 Units. (CSU w/limit)

#### BEHS 249: Independent Study

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

#### BEHS 252: Seminar and Fieldwork Experience

3.0 Units. No prerequisite. Corequisite: Psychology 110 or 112 or Sociology 110. May be taken as Behavioral Science 252 or Psychology 252; credit awarded 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 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 Deneris, David Egert, Joseph Mueller  
Department Phone: (415) 485-9510

#### Transfer

Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on



www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities.

## A.S. IN BIOLOGY

(Certificate of Achievement in Natural History also awarded. Skills Certificate available in Environmental Science.)

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

**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
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
CHEM	132	General Chemistry II	5
MATH	104	Plane Trigonometry	3
PHYS	108A	General Physics I	5
PHYS	108B	General Physics II	5
<b>TOTAL UNITS</b>			<b>32 to 33</b>

### Natural History Certificate of Achievement

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

REQUIREMENTS			UNITS
BIOL	110	Introduction to Biology	3
BIOL	110L	Introduction to Biology Laboratory	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	247A/B	Extended Field Studies	1.5 to 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 Laboratory	1
GEOL	125	Field Geology I	2.5
Or			
GEOL	128	Geologic Studies of Point Reyes and the San Andreas Fault	2

**In addition, complete six units from the following courses:**

BIOL	143	Marin Parks and Open Spaces	4
BIOL	147	Food, People, Health, 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

### TOTAL UNITS

**MINIMUM OF 31.5**

### Skills Certificates

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

### Environmental Science Skills Certificate

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

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	The Physical Environment	3
BIOL/GEOL	142	Environmental Policy and Decision-Making	3
Or			
BIOL/GEOL	145	Ethics in Science	3
Or			
GEOG	102	The Human Environment	3
BIOL	143	Marin Parks and Open Spaces	4
Or			
BIOL	147	Food, People, Health, and the Environment	4
Or			
BIOL	148	Marin County Agriculture	3
<b>TOTAL UNITS</b>			<b>16 to 17</b>

## BIOLOGY COURSES (BIOL)

### BIOL 039: Selected Topics (Nondegree Applicable)

0.5-6 Units.

### BIOL 099: General Science

3.0 Units. No prerequisite. Can be taken as Biology 99 or Geology 99; credit 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 suc-

ceed. 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 as Astronomy 105, Biology 105, or Geology 105; credit awarded for only one course. Three lecture hours weekly.*

This interdisciplinary course 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 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 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 as Biology 107 or Physical Education 107; credit awarded for only one course. Three lecture hours weekly.*

This course introduces the structure, function, and development of the human body, and foundational concepts to explore personal and societal issues involving human biology. It also covers 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 are discussed. (CSU/UC) AA/AS Area A, CSU Area B-2, IGETC Area 5B

### **BIOL 108A: Human Sexuality**

*3.0 Units. No prerequisite. Students may receive credit for Biology 108A or Behavioral Science 103, but not both courses. Three lecture hours weekly.*

This survey course covers human sexuality from a cross-disciplinary approach. The course examines sexuality from physiological, anatomical, behavioral, and cross-cultural perspectives. Among the topics 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. Special emphasis on current trends in sex research and sexual behavior. (CSU/UC) AA/AS Area A, CSU Area D-7 or E, IGETC Area 4G

### **BIOL 109: Heredity and Evolution**

*3.0 Units. No prerequisite. Three lecture hours weekly.*

This course introduces the principles of genetics and evolution. The factors that govern inheritance and natural selection are presented, and their impact on physical and cultural evolution discussed. Current issues surrounding genetic counseling, genetic engineering, recombinant DNA technologies, and emerging infectious diseases are introduced. 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.*

An introduction to the science of biology for nonmajors and the most basic course for biology majors, this course gives a broad overview of modern biology that should be equally useful to those needing a foundation for later work in biology, health sciences, the environmental sciences, or to those simply wanting to understand and participate more intelligently in a human society more and more influenced by biological discoveries. It presents the essentials of most of the principal areas of biology: ecology, evolution, genetics, anatomy, physiology, cell biology and molecular biology. 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. No prerequisite. 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 and B-3, IGETC Area 5B

**BIOL 112A: Biology for Biology Majors I**

5.0 Units. Prerequisites: Math 103 or 103AB or 103XY or satisfactory score on Math Assessment Test. Advisories: Biology 110 and 110L, and concurrent enrollment in Chemistry 131. 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) AA/AS Area A, CSU Area B-2 and B-3, IGETC Area 5B

**BIOL 112B: Biology for Biology Majors II**

5.0 Units. Prerequisite: Math 103 or 103AB or 103XY or satisfactory score on Math Assessment Test. Advisories: Biology 110 and 110L, Chemistry 131. Three lecture and six 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) AA/AS Area A, CSU Area B-2 and B-3, IGETC Area 5B

**BIOL 112C: Biology for Biology Majors III**

5.0 Units. Prerequisites: Chemistry 131, and Math 103 or 103AB or 103XY or satisfactory score on Math Assessment Test. Advisory: Biology 110 and 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) AA/AS Area A, CSU Area B-2 and B-3, IGETC Area 5B

**BIOL 115: Principles of Biology**

5.0 Units. Prerequisites: Biology 110, 110L, and Chemistry 131. Three lecture and six laboratory hours weekly.

This introductory course for biology majors covers the fundamentals of molecular and cell biology, genetics, DNA technology, evolution, and ecology. 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 and B-3, IGETC Area 5B

**BIOL 116: Principles of Animal and Plant Diversity**

5.0 Units. Prerequisite: Math 103 or 103AB or 103XY or satisfactory score on Math Assessment Test. Advisories: Biology 110 and 110L, and concurrent enrollment in Chemistry 131. 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 is placed on taxonomy, comparative morphology, and ecology of plants and animals. Please note that Biology 115 is not a prerequisite for Biology 116. Since Biology 115 has a Chemistry 131 prerequisite and Biology 116 does not, students may wish to register for Biology 116 and Chemistry 131 during the same semester. (CSU/UC) AA/AS Area A, CSU Area B-2 and 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.

A study of the gross and microscopic structure of the tissues, organs and organ systems of the human body, including major functions. The class makes use of models, slides, prosections and dissection (including human cadavers). Includes introduction to related fields such as histology and embryology. Appropriate for students going into allied health fields, kinesiology, anthropology and art. (CSU/UC) AA/AS Area A, CSU Area B-2 and B-3, IGETC Area 5B

**BIOL 138: Introduction to Environmental Sciences**

4.0 Units. No prerequisite. Can be taken as Biology 138 or Geology 138; credit 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. It is a study of connections in nature, combining 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. Discussions focus on understanding ecosystem services, how humans interfere with earth's life support systems, and how to deal with the environmental problems we face. Emphasis is placed on understanding various world views and how they affect our values. Field studies may include visits to restoration projects, local ecosystems, and local environmental conferences. (CSU/UC) AA/AS Area A, CSU Area B-1 or B-2 and B-3, IGETC Area 5A or 5B

**BIOL 139: Selected Topics**

0.5-6 Units. (CSU w/limit)

**BIOL 140: Environmental Field Techniques**

1.0 Unit. No prerequisite. Can be taken as Biology 140 or Geology 140; credit 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 Decision-Making**

3.0 Units. No prerequisite. Can be taken as Biology 142 or Geology 142; credit awarded for only one course. Three lecture hours weekly.

Environmental policy and subsequent regulation is one way of managing the relationship between human activities and their effects on natural ecosystems. This course is a study of federal, state, and local environmental legislation and its history. The course chronicles America's awakening to environmental issues and the ways in which decisions affecting the environment occur. The content of the course is vital to environmental policymakers, scientists, and advocates. (CSU/UC)

**BIOL 143: Marin Parks and Open Spaces**

4.0 Units. No prerequisite. Three 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 as Biology 145 or Geology 145; credit 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, Health and the Environment**

*4.0 Units. No prerequisite. Three lecture and three laboratory hours weekly.*

This course examines the past, present and future of the global food system. It examines inputs, outputs, and practices of agriculture, the chief method for securing food from the environment and the basis of human civilization, as well as the distribution, accessibility, and consumption of food by people throughout the world. It analyzes the effects of the present system on human and environmental health. The class presents possible solutions to some of the most pressing problems facing the human race as we struggle to feed ourselves and be healthy, while enhancing our overall environment. (CSU/UC)

#### **BIOL 148: Marin County Agriculture**

*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.*

An overview of the career options in the area of environmental science. It introduces potential employers in this field and provides firsthand experience of working to solve environmental problems. After receiving general career information, students work with community agencies or organizations according to procedures established by mutual agreement. 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. Can be taken as Biology 160 or Environmental Landscaping 160; credit 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 a historical review of soil/human interactions, soil formation from parent material, classification, physical properties such as texture and structure, life forms found in the soil and their interrelationships, relationships between soil properties and soil's ability to support plant growth, and approaches to use soil in a sustainable manner. (CSU/UC) CSU Area B-1, IGETC Area 5A

#### **BIOL 161: Field Botany**

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

A comprehensive introduction to the native plants of Marin County for students with or without previous biological training. Emphasis is on the identification, systematics, ecology, and natural history of Marin's vascular plants, with a brief overview of local bryophytes. Laboratory investigations include hands-on study and identification of live plant specimens. Field explorations aid ecological understanding of natural plant groupings, and provide added experience in identification. (CSU)

#### **BIOL 162: General Ecology**

*3.0 Units. 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**

*3.0 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 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 or equivalent, and Chemistry 110 or 114. Advisory: completion of English 98 or 98SL or equivalent. Three lecture and six laboratory hours weekly.*

This course examines the function and structure of the human body, emphasizing physiochemical and homeostatic mechanisms. The laboratory introduces clinical and research techniques for studying and measuring various physiological parameters, along with technical writing skills. (CSU/UC) AA/AS Area A, CSU Area B-2 or B-3, IGETC Area 5B

**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. Sixteen lecture and forty-eight laboratory hours during a nine-day field trip.*

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 biotic 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 Area 5B

### **BIOL 242: Geology and Biology of the Basin and Range and the Colorado Plateau**

*3.0 Units. No prerequisite. Can be taken as Biology 242 or Geology 242; credit 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 two-week field course through 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 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/Earth Sciences 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: Independent Study**

*1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.*

### **BIOL 250: Scientific Research and Reporting**

*1.0 Unit. No prerequisite. Advisories: Biology 110 and Geology 120. Can be taken as Biology 250 or Geology 250; credit 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. Can be taken as Biology 251 or Psychology 251; credit 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, CSU Area D-9, 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 already familiar with the basics of classification (and who can already identify, on sight, families of chosen groups) progress from this level to the genus and species levels of identification and classification of their groups of interest. Work may include preparation of specimens, review of pertinent literature, use of dichotomous keys, reference to museum specimens, and use of camera and microscopes. May be taken 4 times for credit.

## BUSINESS

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

**Career Options**

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

**Faculty**

Sandy Boyd, 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](http://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.

**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		3.5
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
<b>TOTAL UNITS</b>				<b>23 to 23.5</b>

**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.

**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 Computer Accounting		1.5
CIS	110	Introduction to Computer Information Systems		3
CIS	128	Intermediate Spreadsheet Design		1.5
<b>TOTAL CORE UNITS</b>				<b>18</b>
<b>Suggested Electives</b>				
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	1.5
BUS	144	Business Communication	3
CIS	113	Presentations and Publications	1.5
CIS	118	Introduction to Spreadsheet Design	1.5
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.

**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	1.5
BUS	144	Business Communication	3
CIS	110	Introduction to Computer Information Systems	3
CIS	113	Presentations and Publications	1.5
CIS	118	Introduction to Spreadsheet Design	1.5
<b>TOTAL CORE UNITS</b>			<b>20.5</b>
<b>Suggested Electives</b>			
BUS	104	Introduction to Marketing	3
BUS	107	Business Law	3
BUS	108	Introduction to International Business	3
BUS	132	Human Resource Management	1.5
BUS	134	Human Relations	1.5
BUS	135	Managing Change and Innovation	1.5
BUS	137	Managing Groups and Teams	1.5
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.

**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	Supervision and Management	1.5
BUS	132	Human Resource Management	1.5
BUS	134	Human Relations	1.5
BUS	144	Business Communication	3
CIS	110	Introduction to Computer Information Systems	3
CIS	113	Presentations and Publications	1.5
CIS	118	Introduction to Spreadsheet Design	1.5
<b>TOTAL CORE UNITS</b>			<b>20.5</b>
<b>Suggested Electives</b>			
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	1.5
BUS	129	The Art of Selling	1.5
BUS	135	Managing Change and Innovation	1.5
BUS	137	Managing Groups and Teams	1.5
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	1.5
BUS	132	Human Resource Management	1.5
BUS	133	Diversity in the Workplace	1.5
BUS	134	Human Relations	1.5
BUS	135	Managing Change and Innovation	1.5
BUS	137	Managing Groups and Change	1.5
<b>TOTAL UNITS</b>			<b>9</b>



**BUSINESS COURSES (BUS)****BUS 039: Selected Topics (Nondegree Applicable)**

0.5-6 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 component designed to provide students with experience operating a simulated business. Can also be offered in a distance learning format. (CSU/UC) AA/AS Area B, 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 include 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 perspectives necessary to understand the international business environment. The course explores the changing nature of primary business, economic, and political institutions; explains the nature of the transnational, foreign trade, foreign exchange, world capital, and money markets; and attempts to better understand the problems and opportunities in a world comprised of post-industrial, developing, and less-developed nations. Focus is upon what the individual will need to know and understand to be an effective learner and performer in our rapidly developing world economy. (CSU)

**BUS 112: Financial Accounting**

4.0 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 a 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 relationships, budgetary planning and control, responsibility accounting, performance evaluation through standard costs, and incremental analysis and capital budgeting. (CSU/UC)

**BUS 114: Beginning Computer Accounting**

1.5 Units. 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, 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 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 introductory course in new venture creation/entrepreneurship is 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 introductory course covers the core concepts and current issues related to supervision and management. Students learn how to assume supervisory responsibility and how to apply management principles in today’s rapidly changing world of work. (CSU)

### **BUS 132: Human Resource Management**

*1.5 Units. No prerequisite. Three lecture hours weekly for eight weeks.*

This introductory course is 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 but equally valid world views; and prepares future leaders to effectively collaborate with the diverse groups they will encounter in the work and marketplaces. (CSU)

### **BUS 134: Human Relations**

*1.5 Units. 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 Units. (CSU w/limit)*

### **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: Independent Study**

*1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.*

## **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.

**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	1.5
BUS	144	Business Communication	3
BOS	114	Beginning Word Processing	1.5
BOS	115	Intermediate Word Processing	1.5
CIS	126	Introduction to Windows	1.5
<b>Also, select two units from:</b>			
BOS	44*	Skill Building for Keyboarders	1
Or			
BOS	120	Computer Keyboarding	1
CIS	101	Introduction to Personal Computers and Operating Systems	1.5
CIS	118	Introduction to Spreadsheet Design	1.5
WE	298AB	Occupational Work Experience	1-2
<b>TOTAL CORE UNITS</b>			<b>11</b>

\* Applied toward the Certificate of Achievement only.

The following course is highly recommended for successful completion of the Certificate of Achievement:

BUS	141	Intermediate Business English	2
-----	-----	-------------------------------	---

**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	3

**SUBTOTAL SPECIALTY UNITS**

**TOTAL UNITS 8**

**OFFICE MANAGEMENT SPECIALTY**

BUS	112	Financial Accounting	4
BUS	114	Beginning Computer Accounting	1.5
BOS	163A	Professional Office Procedures	1
BOS	163B	Records Management	1
BOS	163C	Travel and Conference Arrangements	1
CIS	113	Presentations and Publications	1.5
CIS	117	Introduction to Database Design and Programming	1.5

<b>SUBTOTAL SPECIALTY UNITS</b>	<b>11.5</b>
<b>TOTAL UNITS</b>	<b>22.5</b>

**Skills Certificates**

Skills Certificates are an acknowledgement that the student has attained a specified set of competencies within an occupational program. Skills Certificates may be part of a "ladder" of skills, beginning with job entry skills and leading to a full Certificate of Achievement Program or may constitute a skill set that enables a student to upgrade or advance in an existing career. Skills Certificates require less than 18 units and are shorter in duration than the Certificate of Achievement.

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

**Administrative Assistant Skills Certificate**

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

REQUIREMENTS			UNITS
BOS	44	Skill Building for Keyboarders	1
Or			
BOS	120	Computer Keyboarding	1
BOS	76	Electronic 10-Key	1
BOS	114	Beginning Word Processing	1.5
CIS	101	Introduction to Personal Computers and Operating Systems	1.5
CIS	118	Introduction to Spreadsheets	1.5
<b>TOTAL UNITS</b>			<b>6.5</b>

**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	1
BOS	114	Beginning Word Processing	1.5
BOS	230AB	Medical Terminology	2
BOS	231A	Medical Transcription	1
CIS	101	Introduction to Personal Computers and Operating Systems	1.5
<b>TOTAL UNITS</b>			<b>8</b>

**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 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 for Windows develops competency in creating, editing, formatting, saving, and printing a variety of business and personal-use documents. Topics include creating and editing letters, memos, reports, tables, and mail merge. In addition, students complete several desktop publishing assignments and use Word to create a Web site. 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 multimedia 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 available 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 Units. (CSU w/limit)*

**BOS 163A: Professional Office Procedures**

*1.0 Unit. No prerequisite. Three laboratory hours weekly.*

This short course presents methods and techniques basic to the efficient performance of office services, including interpersonal communications, document preparation, mail processing, meeting arrangements, travel, time management, and telephone communications. 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: Independent Study**

*1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.*

## 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](http://www.assist.org). Please see a counselor for more information as curriculum requirements may vary among transfer universities.

**A.S. IN CHEMISTRY**

**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	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
<b>TOTAL UNITS</b>				<b>50</b>

**CHEMISTRY COURSES (CHEM)****CHEM 039: Selected Topics (Nondegree Applicable)**

0.5-6 Units.

**CHEM 103: Field Chemistry**

0.5 Unit. No prerequisite. Corequisite: Geology 126 or 127A or 127B. Twenty-six and one-quarter 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 are explored. Chemical techniques, including instrumentation necessary for geological fieldwork, 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 and B-3, IGETC Area 5A

**CHEM 110: Chemistry for Allied Health Sciences**

5.0 Units. Prerequisite: Math 101 or 101AB or 101XY or eligibility for Math 103 based on the Math Assessment test. Four lecture and three laboratory hours weekly.

This introductory one-semester survey of the fundamental concepts and laboratory techniques of general, organic, and biochemistry emphasizes applications within the Health Sciences. Students apply the fundamental concepts of chemistry to problem solving through analytical reasoning, and by conducting scientific investigations in a laboratory setting. The course meets admission requirements for the A.S. degree in Registered Nursing and other allied health sciences, and fulfills a general elective requirement in natural sciences. (CSU) AA/AS Area A, CSU Area B-1 and B-3

**CHEM 114: Introduction to Chemistry**

5.0 Units. Prerequisite: Math 101 or 101AB or 101XY or eligibility for Math 103 based on the Math Assessment Test. 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. The course is designed to prepare students for Chemistry 115 and 131, and satisfies a California State University general education requirement in physical sciences as well as a requirement by the 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 and B-3, IGETC Area 5A

**CHEM 115: Survey of Organic and Biochemistry**

4.0 Units. Prerequisite: Chemistry 114. Limit to Enrollment: Not open to those who have had Chemistry 231. Three lecture and three laboratory hours weekly.

This is a one-semester survey of the classes of organic compounds with emphasis on materials of interest to students of biological sciences. The chemistry and metabolism of proteins, carbohydrates, lipids, and nucleic acids are stressed. The laboratory covers techniques in organic chemistry with applications to biologically interesting compounds. This course is intended for dental hygiene, home economics, nursing (baccalaureate program), health science, laboratory and medical technology, preoptometry, some 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 and 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 103AB or 103XY or satisfactory score on Math Assessment Test. Three lecture and six laboratory hours weekly.*

Fundamental principles of chemistry including such topics as atomic theory, nomenclature, thermochemistry, bonding, structure and polarity, stoichiometry, gases, liquids and solids, intermolecular forces, solutions, and a brief introduction to organic chemistry and biochemistry. This is not an introductory course. Students are assumed to have a good grasp of certain chemical and mathematical concepts, as well as prior laboratory experience. (CSU/UC) AA/AS Area A, CSU Area B-1 or B-3, IGETC Area 5A

### **CHEM 132: General Chemistry II**

*5.0 Units. Prerequisite: Chemistry 131. Four lecture and three laboratory hours weekly.*

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 and 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 Units. (CSU w/limit)*

### **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 and 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 and 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: Independent Study**

*1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.*

## **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

### **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](http://www.assist.org). Please see a counselor for more information as curriculum requirements may vary among transfer universities.

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

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

## **CHINESE COURSES (CHIN)**

### **CHIN 039: Selected Topics (Nondegree Applicable)**

*0.5-6 Units.*

### **CHIN 100: Chinese Basics**

*1.0 Unit. No prerequisite. One lecture hour weekly.*

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

### **CHIN 101: Elementary Chinese Mandarin I**

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

The primary goal of this course is to help students develop proficiency in listening and speaking skills in Chinese/Mandarin, and a foundation in literacy skills. Students also gain knowledge and



appreciation of Chinese culture. The acquisition of Chinese/Mandarin language skills and an appreciation of China's role in the global community are goals of the course. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 6A: UC Language Other Than English

### **CHIN 102: Elementary Chinese Mandarin II**

*5.0 Units. Prerequisite: Chinese 101. Four lecture and three laboratory hours weekly.*

A continuation of Chinese 101, a course of elementary Chinese Mandarin for non-native speakers. It aims to help students develop further communicative skills in Chinese Mandarin. Students will gain knowledge and appreciation of Chinese culture, history, and China's new role in global economics and politics. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6A: UC Language other than English

### **CHIN 110: Conversational Chinese Mandarin I**

*4.0 Units. No prerequisite. Three lecture and three laboratory hours weekly.*

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

### **CHIN 112: Conversational Chinese Mandarin II**

*4.0 Units. 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 Units. (CSU w/limit)*

### **CHIN 249: Independent Study**

*1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.*

## **COLLEGE SKILLS**

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

#### **Faculty**

Barbara Bonander, Sara McKinnon, Michael A. Timmel, Wendy L. Walsh  
Department Phone: (415) 485-9642

### **NONCREDIT ENGLISH AS A SECOND LANGUAGE (ESLN/ESLV)**

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

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

### **CREDIT ENGLISH AS A SECOND LANGUAGE (ESL)**

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

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

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

### **ENGLISH SKILLS**

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

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

## **COMMUNICATION**

**For additional Communication courses, please see Film and Video.**

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



### Career Options

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

#### Faculty

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](http://www.assist.org). Please see a counselor for more information as curriculum requirements may vary among transfer universities.

### A.A. IN COMMUNICATION, MASS COMMUNICATIONS OPTION

**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/JOUN 110	Introduction to Mass Communication and Media Literacy		3
COMM 150	Introduction to Filmmaking		4
COMM/JOUN 160	Images of Race, Gender, and Class in the Media		3
JOUN 115	Reporting and Writing for Mainstream Media		3
MMST 110	Introduction to Multimedia		3
<b>One course from the following:</b>			
COMM/HUM 109A	History of Film: Beginning to 1950		4
COMM/HUM 109B	History of Film: 1950 to the Present		4
<b>And at least 2.5 additional units from the following:</b>			
JOUN 122	Newspaper Production, Writing		2.5
JOUN 123	Newspaper Production		2.5
SPCH 140	Oral Interpretation of Literature I		3
SPCH 155	Radio and Television Announcing and Performance		3
<b>TOTAL UNITS</b>			<b>MINIMUM OF 22.5</b>

### A.A.T. IN COMMUNICATION STUDIES - TRANSFER

**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
SPCH 122	Public Speaking		3
<b>And two courses (6 units) from the following:</b>			
SPCH 132	Argument and Persuasion		3
SPCH 120	Interpersonal Communication		3
SPCH 130	Small Group Communication		3
<b>And two courses (6 units) from the following:</b>			
SPCH 128	Intercultural Communication		3
SPCH 140	Oral Interpretation of Literature I		3
COMM/JOUN 110	Introduction to Mass Communication and Media Literacy		3

### And at least 3 units from the following\*:

JOUN 115	Reporting and Writing for Mainstream Media	3
ENGL 151	Reading and Composition 1B	4
Or		
ENGL 155	Critical Thinking and Composition	4
ANTH 102	Introduction to Cultural Anthropology	3
PSY 110	Introduction to Psychology	3
SOC 110	Introductory Sociology, Individual and Society	3

\* Or any 3-unit course, not listed above, that is CSU-transferable as communication studies.

**TOTAL UNITS**

**MINIMUM OF 18**

### COMMUNICATIONS COURSES (COMM)

#### COMM 039: Selected Topics (Nondegree Applicable)

0.5-6 Units.

#### COMM 110: Introduction to Mass Communication and Media Literacy

3.0 Units. No prerequisite. Advisory: Economics 125 or Ethnic Studies 125 or History 125 or Political Science 125 or Social Science 125. May be taken as Communications 110 or Journalism 110; credit awarded for only one course. 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 examine the forms, 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 4G

#### COMM 139: Selected Topics

0.5-6 Units. (CSU w/limit)

#### COMM 160: Images of Race, Gender, and Class in the Media

3.0 Units. No prerequisite. Can be taken as Communications 160 or Journalism 160; credit awarded for only one course. Three lecture hours weekly.

This course addresses a variety of entertainment and news content in print and electronic media. In studying the social construction of race and gender, we consider and investigate all sides of issues. The course examines contemporary media texts within their historical context. Students learn methods of media analysis and apply them to the study of various media texts. Additionally, we explore the connections among media representations of race and gender and other social constructions, including class, ethnicity, sexual orientation, age, and disability. In covering race, the course addresses the experiences of African-Americans, Native Americans, Asian-Americans, Arab-Americans, and Latinos in the United States. With regard to gender, the course addresses 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 4C and 4D

**COMM 249: Independent Study**

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

## 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, 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](http://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, 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: the Desktop Publishing Specialty/Certificate of Achievement must be completed by the end of the 2012 summer session.

**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	1.5
CIS	117	Introduction to Database Design and Programming	1.5
CIS	118	Introduction to Spreadsheets	1.5
CIS	122	Networking Essentials	1.5
CIS	126	Introduction to Windows	1.5
CIS	141	Introduction to HTML Programming	1.5
<b>TOTAL CORE UNITS</b>			<b>12</b>

**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 PC Operating System	1.5
CIS	153	Implementing and Administering a Directory Services Infrastructure for a PC Server OS	1.5
CIS	155	Designing Security for a PC Server OS	1.5
CIS	159	Computer Network Security Basics	1.5
CIS	161	Introduction to Computer System Hardware	1.5
CIS	162	Computer Operating Systems	1.5
CIS	163	Computer System Peripherals	1.5
CIS	164	Troubleshooting System Peripherals and Networking	1.5
<b>TOTAL SPECIALTY UNITS</b>			<b>14</b>

**DESKTOP PUBLISHING SPECIALTY\***

ART	112	2-D Art Fundamentals	4
CIS	114	Print Design and Layout	1.5
CIS	115	Print Production	2
CIS	213P	Internship in Print Publishing	3
MMST	123	Introduction to Multimedia Design	3
<b>TOTAL SPECIALTY UNITS</b>			<b>13.5</b>

**Note: the Desktop Publishing Specialty/Certificate of Achievement must be completed by the end of the 2012 summer session.**

**MICROCOMPUTER MANAGER SPECIALTY**

BUS	112	Financial Accounting	4
BUS	114	Beginning Computer Accounting	1.5
CIS	127	Intermediate Database Design	1.5
CIS	128	Intermediate Spreadsheet Design	1.5
CIS	143	Designing Web Sites	1.5
CIS	150	Personal Computer Server and Workstation Operating Systems	2
<b>TOTAL SPECIALTY UNITS</b>			<b>12</b>

**MICROCOMPUTER PROGRAMMER SPECIALTY**

CIS	127	Intermediate Database Design	1.5
CIS	137	Advanced Database Design	1.5
CIS	142	Intermediate HTML and Scripting	1.5
CIS	150	Personal Computer Server and Workstation Operating Systems	2
CIS	215	Visual BASIC Programming	3.5
CIS	237	Introduction to SQL Programming	1.5

**TOTAL SPECIALTY UNITS** **11.5**

**Skills Certificates**

Skills Certificates are an acknowledgement that the student has attained a specified set of competencies within an occupational program. Skills Certificates may be part of a "ladder" of skills, beginning with job entry skills and leading to a full Certificate of Achievement program or may constitute a skill set that enables a student to upgrade or advance in an existing career. Skills Certificates require less than 18 units and are shorter in duration than the Certificate of Achievement.

**DESKTOP A+ CENTERED SKILLS CERTIFICATE REQUIREMENTS**

			<b>UNITS</b>
CIS	151	Implementing and Administering a Network Infrastructure for a PC Server OS	1.5
CIS	161	Introduction to Computer System Hardware	1.5
CIS	162	Computer Operating Systems	1.5
CIS	163	Computer System Peripherals	1.5
CIS	164	Troubleshooting System Peripherals and Networking	1.5
<b>TOTAL UNITS</b>			<b>7.5</b>

**MICROSOFT OFFICE DATABASE SPECIALIST SKILLS CERTIFICATE REQUIREMENTS**

			<b>UNITS</b>
CIS	117	Introduction to Database Design and Programming	1.5
CIS	127	Intermediate Database Design	1.5
CIS	137	Advanced Database Design	1.5
CIS	200	Software Certification Test Preparation	.5
CIS	237	Introduction to SQL Programming	1.5
<b>TOTAL UNITS</b>			<b>6.5</b>

**MICROSOFT OFFICE SPECIALIST SKILLS CERTIFICATE REQUIREMENTS**

			<b>UNITS</b>
BOS	114	Beginning Word Processing	1.5
CIS	117	Introduction to Database Design and Programming	1.5
CIS	118	Introduction to Spreadsheets	1.5
One Course From:			
BOS	115	Intermediate Word Processing	1.5
CIS	127	Intermediate Database Design	1.5
CIS	128	Intermediate Spreadsheet Design	1.5
<b>TOTAL UNITS</b>			<b>6</b>

**NETWORK SECURITY SKILLS CERTIFICATE REQUIREMENTS**

			<b>UNITS</b>
CIS	150	Personal Computer Server and Workstation Operating Systems	1.5
CIS	151	Implementing and Administering a Network Infrastructure for a PC Server OS	1.5
CIS	153	Implementing and Administering a Directory Services Infrastructure for a PC Server OS	1.5
CIS	155	Designing Security for a PC Server OS	1.5
CIS	159	Computer Network Security Basics	1.5
<b>TOTAL UNITS</b>			<b>7.5</b>

**WEB PROGRAMMING SKILLS CERTIFICATE REQUIREMENTS**

			<b>UNITS</b>
CIS	141	Introduction to HTML Programming	1.5
CIS	142	Intermediate HTML and Scripting	1.5
CIS	143	Designing Web Sites	1.5
<b>TOTAL UNITS</b>			<b>4.5</b>

**MICROSOFT ACCESS DATABASE SKILLS CERTIFICATE REQUIREMENTS**

			<b>UNITS</b>
CIS	117	Introduction to Database Design and Programming	1.5
CIS	127	Intermediate Database Design	1.5
CIS	137	Advanced Database Design	1.5
<b>TOTAL UNITS</b>			<b>4.5</b>

**COMPUTER INFORMATION SYSTEMS COURSES (CIS)****CIS 039: Selected Topics (Nondegree Applicable)**

*0.5-6 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.*

Introduction to the hardware, operating systems, and application software environment of the personal computer for students with little or no previous experience with PC microcomputers. Through both lecture and laboratory experience, students gain the skills and confidence necessary to succeed in additional application training courses in spreadsheets, database design, word processing, and Web page construction, 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 and one laboratory hour weekly.*

This is an introductory survey of the needs for and roles of computer information systems within organizations. Emphasis is on information technology requirements for organizations, history, hardware, programming, systems development, personal computers, Internet, and networks. Students work with personal computers using application software for word processing, spreadsheets, and databases. Programs are written and run in a high level language. The 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 and laboratory components allow students to learn and experience the operation of three software packages that deal with layout, composition, typography, use of color, and choice of various output media. (CSU)

**CIS 117: Introduction to Database Design and Programming**

1.5 Units. No prerequisite. Advisory: Computer Information Systems 101 or 110. 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 Spreadsheets**

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 or 110. 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, dialog boxes, folder management, Explorer, disk maintenance, and other Windows tools. 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. (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 course furthers students' ability to design and create electronic spreadsheets that use more advanced features. Students will learn how to plan, write, and execute program codes to manipulate data to meet management, marketing, and other business needs. (CSU)

**CIS 137: Advanced Database Design**

1.5 Units. No prerequisite. Advisory: 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 Units. (CSU w/limit)

**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.*

In this course, students install, configure, manage, monitor and troubleshoot Directory Services for a network server operating system. This course concentrates on Directory Services and DNS, security, and Directory Services within a network server-based operating environment. (CSU)

### **CIS 155: Designing Security for a Personal Computer Server Operating System**

*1.5 Units. Prerequisite: Computer Information Systems 150. Advisories: Business 101 and 112. Two lecture and three laboratory hours weekly for eight weeks.*

In this course, students design and implement a security system to meet the business requirements of a network server operating system infrastructure. This course includes analysis of security system requirements, auditing access to resources, authenticating users, and encryption. (CSU)

### **CIS 158: Managing a Personal Computer Network Environment**

*1.5 Units. 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 networks based on personal computer server operating systems. Students develop skills necessary to manage, monitor, and troubleshoot a personal computer network environment. They develop skills in setting up file, print and Web servers, and 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 is 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 is to provide students with a fundamental understanding of network security. Students explore principles applied in a network, and 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 course 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 course brings students up-to-date with the latest operating systems covered by the A+ exams. For the more experienced user, the course provides a fresh review and focus on what is required to meet the objectives of the A+ exams. (CSU)

### **CIS 163: Computer System Peripherals**

*1.5 Units. No prerequisite. Two lecture and three laboratory hours weekly for eight weeks.*

This course 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. Networking concepts relating to system troubleshooting are included. (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 215: Visual BASIC Programming**

*3.5 Units. No prerequisite. Advisory: Computer Information Systems 110. Three lecture and two laboratory hours weekly.*

Students plan and create their own interactive Windows applications using Visual BASIC on a personal computer. Logic and computation problems develop skill in developing interactive BASIC programs. (CSU/UC) AA/AS Area E

### **CIS 237: Introduction to SQL Programming**

*1.5 Units. No prerequisite. Advisory: Computer Information Systems 137. Two lecture and three laboratory hours weekly for eight weeks.*

This course extends students' relational database application development knowledge using SQL (Structured Query Language). Students concentrate on learning the SQL programming language including single and multiple-table queries, updating data, database administration, reports and embedded SQL. (CSU)

**CIS 249: Independent Study**

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

## COMPUTER SCIENCE

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

**Career Options**

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

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

**Transfer**

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

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

**A.S. IN COMPUTER SCIENCE**

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

**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
COMP	130	Introduction to Computer Programming Using C++		4
Or				
COMP	135	Introduction to Programming in JAVA		4
Or				
COMP	150	Programming in MATLAB for Engineers		4
COMP	160	Computer Organization: An Assembly Language Perspective		3
COMP	220	Data Structures and Algorithms		3
COMP/MATH	117	Discrete Mathematics		3
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
PHYS	207A	Mechanics and Properties of Matter		4
PHYS	207B	Electricity and Magnetism		4
And one of the following advanced programming courses:				
COMP	235	Advanced Programming in C++		5
COMP	232	Advanced Programming in JAVA		5
TOTAL UNITS				43

## COMPUTER SCIENCE COURSES (COMP)

**COMP 039: Selected Topics (Nondegree Applicable)**

0.5-6 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 117: Discrete Mathematics**

3.0 Units. Prerequisite: Math 121 or 123. Can be taken as Computer Science 117 or Math 117; credit awarded for only one course. Three lecture hours weekly.

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

**COMP 130: Introduction to Computer Programming Using C++**

4.0 Units. Prerequisite: Math 103 or 103AB or 103XY or sufficient score on Math Assessment Test. Three lecture and three laboratory hours weekly.

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

**COMP 135: Introduction to Programming in JAVA**

4.0 Units. Prerequisite: Math 103 or 103AB or 103XY or sufficient score on Math Assessment Test. Three lecture and three laboratory hours weekly.

Introduction to computer programming using JAVA for computer science majors and computer professionals. Course concepts include

problem-solving techniques, program design, charting, control structures, primitive data types, array and string data structures, operations, algorithms, reading and writing files, exception handling, and applets. Object-oriented features are introduced, including classes, objects, inheritance, and parameter passing. (CSU/UC) AA/AS Area E

### **COMP 139: Selected Topics**

*0.5-6 Units. (CSU w/limit)*

### **COMP 150: Programming in MATLAB for Engineers**

*4.0 Units. Prerequisite: Math 123. May be taken as Computer Science 150 or Engineering 150; credit awarded for only one course. Three lecture and three laboratory hours weekly.*

Designed to meet computer programming requirements for engineering transfer students, this course utilizes the MATLAB environment to provide a working knowledge of computer-based problem-solving methods relevant to science and engineering, including programming and numerical analysis techniques. Students outline, write, test, and debug computer programs to solve problems and display results, emphasizing proper documentation of computer code and reports. Common examples and applications of physics and engineering are used throughout the course. (CSU/UC)

### **COMP 160: Computer Organization: An Assembly Language Perspective**

*3.0 Units. Prerequisite: Computer Science 130 or 135 or 150, or Engineering 150. Three lecture hours weekly.*

Computer architecture and techniques of assembly language programming as applied with Intel microprocessors. Topics include theory and concepts of virtual memory, pipelines, caches, and multitasking. IA-32 hardware architecture (bus, memory, stack, I/O, interrupts), design of structured assembly language code, arithmetic instructions, simple data transfer, input/output and disk processing concepts. (CSU/UC) AA/AS Area E

### **COMP 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 135 or 150, or Engineering 150. Three lecture hours weekly.*

This is a second computer science course after a high-level language programming course, such as C++ or JAVA. Data structures and their implementations as abstract data types are presented, including lists, stacks, queues, trees, graphs, heaps, and hash tables. Some common efficient algorithms for sorting and searching are discussed, and their space- and time-complexities analyzed. An object-oriented approach is emphasized in software designs. The C++ STL framework will be introduced. (CSU/UC) AA/AS Area E

### **COMP 232: Advanced Programming in JAVA**

*4.0 Units. Prerequisite: Computer Science 130 or 135 or 150, or Engineering 150. Three lecture and three laboratory hours weekly.*

JAVA programming for both computer science majors and computer professionals. Continuation of Computer Science 135. Review of JAVA syntax, data types, data structures, exception handling, and object-oriented features including classes, objects, and inheritance. The course will introduce advanced JAVA features including polymorphism, encapsulation, interfaces, abstraction, file IO, generics, collections, multithreading, concurrency, client server and network programming with sockets. The JAVA Application Programming Interface will be used. (CSU/UC) AA/AS Area E

### **COMP 235: Advanced Programming in C++**

*4.0 Units. Prerequisite: Computer Science 130 or 135 or 150, or Engineering 150. Three lecture and three laboratory hours weekly.*

This advanced programming course in C++ offers students a deeper understanding of the language and its advanced features and techniques. Topics include namespaces, derived classes, abstract classes, multiple inheritance, polymorphism, compositions, template classes, containers of Standard Template Library (STL), exceptions, dynamic memory management, and design of libraries. Some case studies are used to illustrate OOP techniques. Hands-on exercises provide students with the necessary skills to put together features they learned in the course. (CSU/UC) AA/AS Area E

### **COMP 249: Independent Study**

*1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.*

## **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, Toni Wittenmeier

Department Phone: (415) 485-9431

Disabled Students: (415) 485-9406

## COUNSELING COURSES (COUN)

### COUN 039: Selected Topics (Nondegree Applicable)

0.5-6 Units.

### COUN 114: College Success Investigations

3.0 Units. No prerequisite. Three lecture hours weekly.

An in-depth guide designed to introduce students to the role of higher education in society and understanding their role within the academic community. The course focuses on the determination of personal and professional life goals, using a reflective model of decision-making that integrates theory and practice that is applicable in a variety of situations over an individual's lifespan. Topics include academic and career planning, study skills, team development, and self-understanding. Students function as an interdependent group, supporting each other in a broad range of educational and personal issues. Faculty from a variety of disciplines 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.

This course focuses on how to successfully prepare to transfer to UC, CSU, and private universities and colleges. Topics include developing an educational plan and selecting courses for transfer, admission criteria and the review process, choosing a college major, developing an effective personal statement, completing applications, and using Internet resources. (CSU)

### COUN 115B: Planning for Success in College

1.0 Unit. No prerequisite. One lecture hour weekly.

This course focuses on how to successfully prepare to transfer to UC, CSU, and private universities and colleges. Topics include developing an educational plan and selecting courses for transfer, admission criteria and the review process, choosing a college major, developing an effective personal statement, completing applications, and using Internet resources. (CSU)

### COUN 125: How to Study Effectively

1.0 Unit. No prerequisite. Sixteen lecture hours per semester.

This course introduces students to proven study techniques, including assessing learning styles, time management, stress reduction, listening and lecture note taking, efficient textbook reading, preparing for exams, improving memory, and critical thinking and writing. (CSU)

### COUN 125L: Effective Study Skills Lab

0.5 Unit. 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. (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 psycho-social, physical, and affective factors on their own cognitive processes. This comprehensive approach to career planning includes exploration of interests, personality traits, values, and motivations. The course addresses workplace cultural pluralism, technological awareness, one's role and impact in the workforce, choosing a college major, and changing jobs and career fields. (CSU) CSU Area E

### COUN 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 students with a practical approach to making career and educational decisions. Self-assessment inventories and assignments help students discover their interests, values, skills, and personality style. Students learn to make career decisions that are compatible with their unique personality and interests. (CSU)

### COUN 139: Selected Topics

0.5-6 Units. (CSU w/limit)

### COUN 249: Independent Study

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

## COURT REPORTING

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

### Career Options

Convention Reporter, Court Reporter, Deposition Reporter, Freelance Reporter, Hearing Reporter

Department Phone: (415) 457-8811, Ext. 8226

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 (information below).

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.

**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.			
<b>Fall Semester</b>			
COUR	110	Theory of Machine Shorthand	8
COUR	166	Law Library Skills	1.5
COUR	167	Procedures and Ethics for the Court/Deposition Reporter	1
ENGL	95*	Advanced Spelling	1
ENGL	96*	Advanced Vocabulary	1
<b>Spring Semester</b>			
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
<b>Summer Session</b>			
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
<b>Fall Semester</b>			
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	.5
COUR	170	Microtranscription	1
MEDA	120	Medical Terminology I	3
<b>Spring Semester</b>			
COUR	165	Legal Terminology	3

ENGL	97*	Critical Reading	1
MEDA	121	Medical Terminology II	3
<b>TOTAL UNITS</b>			<b>54</b>

\*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.

**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\*, 98AB\*; 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.			
<b>Spring Semester</b>			
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
<b>Summer Session</b>			
COUR	175F	Intermediate Machine Shorthand Four-Voice: Level V-F	2
COUR	175S	Intermediate Machine Shorthand Literary: Level V-S	2
<b>Fall Semester</b>			
COUR	210A	Advanced Machine Shorthand 5-Minute Four-Voice: Level VII-A	8
BUS	141	Intermediate Business English	2
COUR	282A	CSR/RPR Exam Preparation: Legal	1
<b>Spring Semester</b>			
COUR	210B	Advanced Machine Shorthand 7.5-Minute Four Voice: Level VII-B	8
COUR	282B	CSR/RPR Exam Preparation: Specialized Test Strategy/Terminology	1
WE	298B	Occupational Work Experience	2
<b>Summer Session</b>			
COUR	210C	Advanced Machine Shorthand 10-Minute Four-Voice: Level VII-C	8
<b>TOTAL UNITS</b>			<b>42</b>

**COURT REPORTING COURSES (COUR)****COUR 039: Selected Topics (Nondegree Applicable)**

0.5-6 Units.

**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 stroking and reading of stenotype notes, and the ability to take dictation between 60 and 80 wpm for three minutes with better than 90% accuracy. Students are required to provide their own stenotype machine. (CSU)

**COUR 112: Beginning Machine Shorthand Workshop: Level I**

4.0 Units. 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 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 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 4-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 Units. (CSU w/limit)*

**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 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 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 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 and 5-minute unfamiliar 2-Voice tests with at least 97.5% accuracy; the ability to take dictation at 200 wpm on 5-minute Jury Charge tests with at least 95% accuracy; and 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 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 7.5-minute unfamiliar 4-Voice tests and 5-minute unfamiliar 2-Voice tests with at least 97.5% accuracy; the ability to take dictation at 200 wpm on 5-minute Jury Charge tests with at least 95% accuracy; and 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 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 10-minute unfamiliar 4-Voice tests and 5-minute unfamiliar 2-Voice tests with at least 97.5% accuracy; the ability to take dictation at 200 wpm on 5-minute Jury Charge tests with at least 95% accuracy; and 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 175F and 175J. 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 175F and 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 175F and 175T. 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: Independent Study**

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

**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) 485-9315

**Transfer**

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

### Repeatability Policy for Dance Courses

All dance courses, except for Dance 108, can be taken four times for credit. Repeatable lettered courses may be taken a total of four times, regardless of the letter: Dance 127AB, 130AB, 131AB, 228AB, 229AB, 232AB, 240AB, and 241ABCD.

### A.A. IN DANCE

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

**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, achieving a minimum of 18.5 units.

##### Ballet, two different courses from:

DANC	126	Ballet I	1.5
DANC	127A	Ballet II	1.5
DANC	127B	Ballet II	2
DANC	175	Summer Intensive: Workshop in Classical Performance II	1.5
DANC	228A	Ballet III	1.5
DANC	228B	Ballet III	2
DANC	229A	Ballet IV	1.5
DANC	229B	Ballet IV	2

##### Modern, two different courses from:

DANC	130A	Modern Dance I	1.5
DANC	130B	Modern Dance I	2
DANC	131A	Modern Dance II	1.5
DANC	131B	Modern Dance II	2
DANC	172	Summer Intensive: Contemporary Dance Workshop I	1.5
DANC	173	Summer Intensive: Contemporary Dance Workshop II	1.5
DANC	232A	Modern Dance III	1.5
DANC	232B	Modern Dance III	2
DANC	240A	Modern Dance IV	1.5
DANC	240B	Modern Dance IV	2

##### Jazz, two different courses from:

DANC	122	Jazz Dance I	1.5
DANC	123	Jazz Dance II	1.5
DANC	170	Summer Intensive: Workshop in Broadway Dance I	1.5
DANC	171	Summer Intensive: Workshop in Broadway Dance II	1.5
DANC	224	Jazz Dance III	1.5
DANC	225	Jazz Dance IV	1.5

##### History and Choreography, must complete the following:

DANC	108	Dance History	3
DANC	135	Choreography	2.5

##### Electives: Two additional courses from any of the above or from:

DANC	112	Dancing in America	1.5
DANC	119	African Haitian Dance	1.5
DANC	121	Popular Dance Styles	1.5
DANC	142	Tap Dance	1.5
DANC	161	Beginning Ballroom Dance	1.5
DANC	132	Musical Theatre	1.5

### TOTAL UNITS

MINIMUM OF 18.5

### 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	2 to 5
DANC	139	Selected Topics	1.5

### DANCE COURSES (DANC)

#### DANC 039: Selected Topics (Nondegree Applicable)

0.5-6 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) AA/AS Area H

#### DANC 117: Dancercise

1.5 Units. No prerequisite. One lecture and two laboratory hours weekly.

This course promotes total fitness through dance, rhythmic movement, aerobics, strengthening and relaxation exercises, yoga, and Pilates. The pulse-monitored program is structured to produce metabolic efficiency and increase energy, endurance, strength, and flexibility through an introduction of a variety of dance styles including Latin, hip hop, swing, jazz, modern, and disco. 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 upon the technique of Katherine Dunham. Emphasis will be placed upon

the development of rhythmic awareness through barre and floor progressions. Movement phases will be based upon authentic dances from Africa and the Caribbean Islands. Participants will learn to use their body parts polyrhythmically and in isolation. The history and the culture of the people will also be studied. May be taken four times for credit. (CSU/UC) AA/AS Area H, CSU Area C-1 and Area E

### **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. Lecture and 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, CSU Area C-1 and Area E

### **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 polyrhythmic movement will be covered. Jazz choreography will also be explored. In addition, students will be given an opportunity to learn about the historical development of America's self-created dance form. Lecture and 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, CSU Area C-1 and Area E

### **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. Lecture and 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 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. Lecture and 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, CSU Area C-1 and Area E

### **DANC 127AB: Ballet II**

*1.5 or 2.0 Units. No prerequisite. Advisory: Dance 126. One lecture and two laboratory hours weekly for 1.5 units, or one lecture and three laboratory hours weekly for 2 units.*

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. Lecture and instructor-supervised demonstrations and performances are designed to assist the student in reaching a satisfactory level of skill through repeated practice. Combinations of Dance 127AB may be taken a total of four times for credit. (CSU/UC) AA/AS Area H

### **DANC 130AB: Modern Dance I**

*1.5 or 2.0 Units. No prerequisite. One lecture and two laboratory hours weekly for 1.5 units, or one lecture and three laboratory hours weekly for 2 units.*

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 of Dance 130B provide the opportunity to explore and practice the materials in greater depth and progress at a faster rate. Combinations of Dance 130AB may be taken a total of four times for credit. (CSU/UC) AA/AS Area H, CSU Area C-1

### **DANC 131AB: Modern Dance II**

*1.5 or 2.0 Units. No prerequisite. Advisory: Dance 130A or 130B. One lecture and two laboratory hours weekly for 1.5 units, or one lecture and three laboratory hours weekly for 2 units.*

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 of Dance 131B 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**

*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 and Area E

### **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. Lecture and 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, CSU Area C-1 and Area E

### **DANC 139: Selected Topics**

*0.5-6 Units. (CSU w/limit)*

### **DANC 142: Tap Dance**

*1.5 Units. No prerequisite. One lecture and two laboratory hours weekly.*

This course familiarizes students with the theory, terminology, history, and technique of tap dancing and tap notation. The course includes footwork, progressions, patterns, and movement combinations which are developed into dances using a variety of tap styles including Latin, Rhythm Tap, Irish, Soft Shoe, American, and Buck and Wing. 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 presents an intensified focus and application of one specific style of tap dancing to be chosen based on student interest and skill level. The course familiarizes students with the theory, terminology, history, and technique of tap dancing, focusing on one particular style to be chosen from the five styles taught in the survey course Dance 142. The course also addresses the place of tap dance in the historical, social, and cultural background of 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 160A: Introduction to Dance Performance Skills**

*1.0 Unit. No prerequisite. Three 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 which are presented in a studio venue. May be taken four times for credit. (CSU) AA/AS Area H

### **DANC 160B: Introduction to Dance Performance Skills**

*1.0 Unit. No prerequisite. Three 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 which are presented in a studio venue. May be taken four times for credit. (CSU) 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. Lecture and 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 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 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. Lecture and 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 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. Lecture and 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 228AB: Ballet III**

*1.5 or 2 Units. No prerequisite. Advisory: Dance 127A or B. One lecture and two laboratory hours weekly for 1.5 units, or one lecture and three laboratory hours weekly for 2 units.*

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. Lecture and instructor-supervised demonstrations and performances are designed to assist the student in reaching a satisfactory level of skill through repeated practice. Combinations of Dance 228AB may be taken a total of four times for credit. (CSU/UC) AA/AS Area H

### **DANC 229AB: Ballet IV**

*1.5 or 2 Units. No prerequisite. Advisory: Dance 228A or 228B. One lecture and two laboratory hours weekly for 1.5 units, or one lecture and three laboratory hours weekly for 2 units.*

A continuation of skills developed in Dance 228AB. Emphasis on integrating the dancer's physical skills of equilibrium, extension, elevation, and endurance with the intellectual and emotional skills

that create the artistry of the advanced dancer. Lecture and instructor-supervised demonstrations and performances are designed to assist the student in reaching a satisfactory level of skill through repeated practice. Combinations of Dance 229AB may be taken a total of four times for credit. (CSU/UC) AA/AS Area H

### **DANC 232AB: Modern Dance III**

*1.5 or 2 Units. No prerequisite. Advisory: Dance 131AB. One lecture and two laboratory hours weekly for 1.5 units, or one lecture and three laboratory hours weekly for two units.*

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) AA/AS Area H

### **DANC 240AB: Modern Dance IV**

*1.5 or 2 Units. No prerequisite. Advisory: Dance 232AB. One lecture and two laboratory hours weekly for 1.5 units, or one lecture and three laboratory hours weekly for two units.*

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. 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) AA/AS Area H

### **DANC 241ABCD: Dance Company**

*2-5 Units. Prerequisite: Audition required. Six to fifteen 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. Instructor-supervised demonstrations and performances are designed to assist the student in reaching a satisfactory level of skill through repeated practice. Combinations of Dance 241ABCD may be taken a total of four times for credit. (CSU/UC) AA/AS Area H

### **DANC 249: Independent Study**

*1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.*

## **DENTAL ASSISTING: REGISTERED**

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

### **Career Options**

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

Faculty  
Grace Hom, CDA, RDAEF, MA – Program Coordinator  
Department Phone: (415) 485-9319  
FAX: (415) 485-9328 E-mail: grace.hom@marin.edu

### A.S. IN DENTAL ASSISTING: REGISTERED

*Certificate of Achievement also awarded.)*

The Registered Dental Assisting Program is offered only at the Indian Valley Campus. It is a sequential program leading to an Associate in Science degree and a Certificate of Achievement.

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

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

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

#### Required:

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

#### Advisory:

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

**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
<b>First Semester</b>			
DENT	172	Dental Science I	4
DENT	174	Dental Materials: Lecture	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
<b>Second Semester</b>			

DENT	178	Dental Science II	3
DENT	183	Advanced Dental Procedures	1
DENT	183L	Advanced Dental Procedures Lab	.5
DENT	184	Chairside Procedures II	4
DENT	184L	Chairside Procedures II Lab	1
DENT	186	Clinical Dental Radiology	1
DENT	186L	Clinical Dental Radiology Lab	.5
DENT	187	Dental Assisting Clinical/Technique Practicum	1
DENT	188	Clinical Application: Chairside Clinical and Operative Procedures	6
DENT	190	Dental Practice Management and Economics	1
DENT	190L	Dental Practice Management and Economics Lab	1
<b>Summer Session</b>			
DENT	192	Clinical Applications in Dental Offices	2
DENT	192A	Pit and Fissure Sealants	.5
DENT	192AL	Pit and Fissure Sealants Lab	.5
<b>TOTAL UNITS</b>			<b>38</b>

#### Notes:

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

#### Skills Certificates

Skills certificates are an acknowledgement that the student has attained a specified set of competencies within an occupational program. Skills certificates may be part of a "ladder" of skills, beginning with job entry skills and leading to a full Certificate of Achievement program. Skills Certificates require less than 18 units and are shorter in duration than the Certificate of Achievement.

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

#### Radiology Safety Skills Certificate

Successful completion of Dental Assisting 182, 182L, 186 and 186L will earn the student a Radiology Certificate approved by the Board of Dental Examiners under the Department of Consumer Affairs administered by the Committee 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	.5

### Coronal Polish Skills Certificates

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

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

REQUIREMENTS			UNITS
DENT	183	Advanced Dental Procedures	1
DENT	183L	Advanced Dental Procedures Lab	.5

### Ultrasonic Scaling Skills Certificate

Successful completion of Dental Assisting 183 and 183L will earn the student a certificate in ultrasonic scaler usage in an orthodontic setting.

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

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

REQUIREMENTS			UNITS
DENT	183	Dental Specialties	1
DENT	183L	Dental Specialties Lab	.5

### Pit and Fissure Sealants Skills Certificate

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

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

REQUIREMENTS			UNITS
DENT	192A	Pit and Fissure Sealants	.5
DENT	192AL	Pit and Fissure Sealants Lab	.5

### Infection Control Skills Certificate

Successful completion of Dental Assisting 101 and 101L will earn the student a certificate in Dental Sterilization. This course will train the student to decontaminate, sterilize or process dental instruments and dental equipment to meet OSHA standards and EPA on Infection Control. Students who complete this course can become employed in a private dental office or clinic as a Sterilization Assistant.

REQUIREMENTS			UNITS
DENT	101	Introduction to Dental Sterilization	.5
DENT	101L	Introduction to Dental Sterilization Lab	.5

## DENTAL ASSISTING COURSES (DENT)

### DENT 039: Selected Topics (Nondegree Applicable)

0.5-6 Units.

### DENT 100: Introduction to Health Careers

2.0 Units. No prerequisite. Can be taken as Dental Assisting 100, Medical Assisting 100, or Nursing Education 100; credit 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 learn about qualifications and professional preparation needed for various careers, and analyze the roles and responsibilities in today's health care environment. The course is designed to help students develop realistic career goals, and to give an appreciation of how the current health care delivery system is influencing individual health professional roles and responsibilities.

### DENT 101: Introduction to Dental Sterilization

0.5 Unit. 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 Units. (CSU w/limit)

### DENT 172: Dental Science I

4.0 Units. Prerequisite: English 92 or ESL 83 or sufficient score on English Placement Test. Four lecture hours weekly.

This course instructs students in human anatomy, histology, and physiology as these relate to the head, neck, and body systems in dentistry. The course introduces microbiology as it relates to the control of infection and disease to include methods of sterilization and disinfection within the dental environment. (CSU)

### DENT 174: Dental Materials: Lecture

2.0 Units. Prerequisite: English 92 or ESL 83 or sufficient score on English Placement Test; and Dental Assisting 176 or concurrent enrollment. 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: English 92 or ESL 83 or sufficient score on English Placement Test; and Dental Assisting 176 or concurrent enrollment. 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: English 92 or ESL 83 or sufficient score on English Placement Test. Corequisite: Dental Assisting 176L. Two lecture hours weekly.*

This course presents dental terminology as it relates to tooth morphology and histology, charting, tooth nomenclature systems, cavity classifications, patient's vital signs, oral examination, diagnosis, and treatment planning. (CSU)

#### **DENT 176L: Dental Morphology, Histology and Recordings Lab**

*1.0 Unit. Prerequisite: English 92 or ESL 83 or sufficient score on English Placement Test. Corequisite: Dental Assisting 176. Three laboratory hours weekly.*

Student identify permanent and primary dentition, indicating their nomenclature, location and function. Students 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 ESL 83 or sufficient score on English Placement Test. Advisory: English 98 or 98SL. Three lecture hours weekly.*

This course covers oral pathology, preventive dentistry, nutrition, medical emergencies, pharmacology, and special needs patients as they relate to dentistry. Applied psychology and communication skills with dental patients and coworkers are explored. (CSU)

#### **DENT 180: Chairside I**

*2.0 Units. Prerequisites: Dental Assisting 176 or concurrent enrollment, and English 92 or ESL 83 or sufficient score on English Placement Test. 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, and English 92 or ESL 83 or sufficient score on English Placement Test. Corequisite: Dental Assisting 180. Three laboratory hours weekly.*

Under the direct supervision of an instructor, students prepare the dental operatory, prepare the pre set tray, and identify hand and rotary instruments for given procedures. In addition, students 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 also demonstrates 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, and English 92 or ESL 83 or sufficient score on English Placement Test. Corequisite: Dental Assisting 182L. One lecture hour weekly.*

This introductory course presents information and background on the production and projection of dental radiographs. Lectures 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, and English 92 or ESL 83 or sufficient score on English Placement Test. 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 learn the use of dental radiology equipment, darkroom techniques, patient management, and radiographic exposure techniques such as bisecting the angle, paralleling, occlusal, disto-oblique and buccal-object rule. Students 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. Four lecture hours weekly for 4 weeks.

This course provides instruction in the method of exposure and evaluation of diagnostic quality dental x-rays on patients. Students learn to distinguish normal dental anatomy from dental anomalies. Instruction includes methodology for exposing intra-oral digital and extra-oral panoramic dental radiographs. Upon completion of this course and the lab, students earn their Radiation Safety Certificate for the State of California. (CSU)

**DENT 186L: Clinical Dental Radiology Lab**

0.5 Unit. 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: Dental Assisting 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: English 92 or ESL 83 or sufficient score on English Placement Test. 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: English 92 or ESL 83 or sufficient score on English Placement Test. 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**

2.0 Units. Prerequisite: Dental Assisting 183 and 186. Corequisite: Dental Assisting 192A. Advisory: English 98 or 98SL. Four lecture and twenty four laboratory hours weekly for four weeks during the summer session.

This course is designed to give students meaningful participation in a dental office or clinic in order to understand and apply the Dental Assisting chairside skills needed in the dental industry under the direct supervision of the dental staff. The one-hour weekly seminar provides the students the opportunity to present dental office case management journals and observations, discuss perceptions and apply or improve assisting skills to their internship. (CSU)

**DENT 192A: Pit and Fissure Sealants**

0.5 Unit. Prerequisite: Dental Assisting 176. Corequisite: Dental Assisting 192 and 192AL. Advisory: English 98 or 98SL. Two lecture hours weekly for four weeks during the summer session.

This course is designed to give students knowledge in the application of pit and fissure sealants on patients. This course partially satisfies

the State Dental Board to earn a Certificate in Pit and Fissure Sealants. (CSU)

### DENT 192AL: Pit and Fissure Sealants Lab

*0.5 Unit. Prerequisite: Dental Assisting 183 and current CPR Certificate. Corequisite: Dental Assisting 192 and 192A. Advisory: English 98 or 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)

### DENT 249: Independent Study

*1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.*

## DRAMA

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

### Career Options

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

### Faculty

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](http://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.

**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 Stagecraft		3
DRAM	252B	Seminar and Fieldwork Experience B		3
<b>Six units to be selected from the following:</b>				
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
<b>Six units to be selected from the following:</b>				
DRAM	160	Stage Production		1
DRAM	161	Production Preparation – Sets and Properties		1
DRAM	162	Production Preparation – Costumes and Hair		1
DRAM	163	Production Preparation – Lights and Sound		1
DRAM	164	Production Crew		1
DRAM	166	Stage Makeup: Theory and Practice		1
DRAM	168	Theatre Management		1.5
<b>Eight units to be selected from the following:</b>				
DRAM	126	Improvisation for the Theatre		3
DRAM	130	Theory and Practice in Acting I		3
DRAM	134	Acting for Director's Workshop		.5
DRAM	137	Stage Combat		.5
DRAM	237	Techniques of Audition		.5
DRAM	240	Directing for the Stage		3
<b>Three units to be selected from the following:</b>				
DRAM	125	Stage Movement		2
DRAM	129	Voice for the Stage		1
DANC	132	Musical Theatre		1.5
MUS	181	Voice I		1
<b>TOTAL UNITS</b>				<b>32</b>

## DRAMA COURSES (DRAM)

### DRAM 039: Selected Topics (Nondegree Applicable)

*0.5-6 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 surveys the history of the theatre and dramatic literature from the Greek classical period to the present. Recommended for drama majors. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

**DRAM 117: Survey of Dramatic Literature: Shakespeare and His Theatre**

3.0 Units. No prerequisite. Three lecture hours weekly.

This course examines selected plays of Shakespeare, emphasizing 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 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 attend plays and critique them. (CSU/UC) AA/AS Area C

**DRAM 122: Summer Theatre Outreach**

6.0 Units. Prerequisite: Audition based upon a standardized level of performance. Sixty-four lecture hours and ninety-six laboratory hours of rehearsal and performances.

This intensive drama workshop involves music, dance, and theatre; 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.

This course, for actors and nonactors alike, 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.

The study and practice of the art of physical theatre. Laban, Grotowski, Suzuki, and others are 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 practice skills necessary to support improvised performances. Students engage in activities that draw upon their ability to relax, concentrate, and respond spontaneously and honestly. This class calls upon and extends students' imagination, and provides opportunities to practice narrative skills. The class culminates in a series of public performances. (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 intermediate improvisation class, for students with prior improv experience, explores ensemble performance and different improv genres: narrative, long form, social commentary, and dramatic improv. (CSU/UC)

**DRAM 129: Voice for the Stage**

1.0 Unit. 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 hour by arrangement weekly.

Beginning class in acting techniques. Exercises in characterization, pantomime, improvisation, voice projection, and body movement. Required for drama majors. (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 hour to be arranged weekly.

Emphasis is on the creation and analysis of a character through intensive rehearsal of scenes. Recommended for drama majors. (CSU/UC) CSU Area C-1

**DRAM 134: Acting for the Director's Workshop**

0.5 Unit. No prerequisite. Twenty-four laboratory hours of audition, 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 Units. (CSU w/limit)

**DRAM 140: Theatre Workshop**

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

This course offers experience in preparing for a theatrical production. Costuming, makeup, lighting, and simple stagecraft are 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 introduces methods for organizing, selecting, and producing plays for children. Techniques for acting and directing children's theatre are analyzed. A production will be rehearsed and performed. 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**

3.0 Units. No prerequisite. Three lecture hours weekly.

This course introduces students to the basic elements of comedy in the theatre experience. Through the study, discussion, and practice of selected comic material, both historic and modern, students develop a variety of comedic stage techniques. (CSU/UC)

**DRAM 150: Introduction to Stagecraft**

3.0 Units. 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 general course in the practical aspects of stagecraft and production support includes set, properties, and costume construction and organization; theatrical lighting; stage rigging; sound development; shop organization; and production office support. 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 offers practical experience in being part of a running crew for theatrical productions. Students are 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 are executed in Main Stage and Studio Theatre productions. (CSU/UC)

**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.

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 upon a standardized level of performance. Evidence of successful completion of audition must be obtained from the Drama Department PRIOR to registration. Three lecture hours and one hour to be arranged weekly.

This course, designed to further the student's practical application in role preparation and performance techniques, emphasizes intensive preparation and analysis of major roles in selected scenes from plays of various types and periods. (CSU/UC)

**DRAM 231: Advanced Techniques for the Rehearsal and Performance of Contemporary Dramatic Works**

4.0 Units. Prerequisite: Audition based upon a standardized level of performance for roles in College productions. One lecture and nine laboratory hours weekly.

A concentrated laboratory workshop for the advanced acting student in advanced techniques of rehearsal and performance of the more demanding and less well-known works of the contemporary and classic theatre. Students in this class will also assume the necessary technical duties required for production. May be taken four times for credit. (CSU/UC)

**DRAM 237: Techniques of Audition**

0.5 Unit. Prerequisite: Drama 131 and audition. One and one-half laboratory hours weekly.

A workshop for acting students, covering the techniques of the audition process and how to prepare for auditions, including memorizing monologues, cold reading from scripts, interview techniques, resume preparation, and finding a suitable monologue. May be taken four times for credit. (CSU)

**DRAM 240: Directing for the Stage**

3.0 Units. No prerequisite. Advisory: Drama 110, 130, and 134. Three lecture hours and two hours to be arranged weekly.

This class is focused on the transference of the written script into live action on the stage. Students will learn the fundamentals of script analysis, design concepts, casting, composition, blocking, actor-coaching, characterization, and rehearsal techniques as they relate to the play production process. (CSU/UC)

**DRAM 245: Rehearsal and Performance**

3.0 Units. Prerequisite: Audition based upon a standardized level of performance for College productions. Corequisite: Drama 160 or 161 or 162 or 163 or 164. Total of 150 laboratory hours.

This course gives students the opportunity to act in the scheduled department production of a play. In addition, students are required to participate in the technical production areas covered by any of the corequisites, for a minimum of three weekly lab hours. May be taken four times for credit. (CSU/UC) CSU Area C-1

**DRAM 246: Rehearsal and Performance of a Modern Comedy**

3.0 Units. Prerequisite: Audition based upon a standardized level of performance for College productions. Corequisite: Drama 160 or 161 or 162 or 163 or 164. Total of 150 laboratory hours.

This course gives students the opportunity to act in the scheduled production of a modern comedy play. In addition, students are also required to participate in the technical production areas covered by

any of the corequisites, for a minimum of three weekly lab hours. May be taken four times for credit. (CSU/UC)

**DRAM 249: Independent Study**

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

**DRAM 252ABC: Seminar and Fieldwork Experience**

2, 3, or 4 Units. Prerequisite: Drama 150 or 168. One lecture and four fieldwork hours weekly for 2 units, or one lecture and eight fieldwork hours weekly for 3 units, or one lecture and twelve fieldwork hours for 4 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 upon a standardized level of performance for roles in College productions. Corequisite: Drama 160, 161, 162, 163, or 164. Total of 150 laboratory hours.

This course involves acting, singing, and dancing/movement in the scheduled department production of a musical theatre play. Students also participate in the technical production areas of sets, lights, costumes, or crew. 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](http://www.assist.org). Please see a counselor for more information as curriculum requirements may vary among transfer universities.

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

**A.S. IN EARLY CHILDHOOD EDUCATION, OCCUPATIONAL**

(Certificate of Achievement awarded. Skills Certificate in Early Childhood Education Core also awarded.)

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

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

**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
<b>Recommended Sequence</b>			
<b>First Semester</b>			
ECE	100	Licensing and Permits: Introduction to Childcare Programs	.5
ECE	114	Introduction to Early Childhood Education	3
And one ECE elective; the following is recommended:			
ECE	101	Introduction to Child Development	3
<b>Second Semester</b>			
ECE	112	Child, Family, and Community	3
ECE	115	Introduction to Early Childhood Curriculum	3
ECE	116	Observation and Assessment	3
<b>Third Semester</b>			
ECE	131	Health, Safety and Nutrition Practices for Young Children	3
ECE	280	ECE Fieldwork and Seminar I: Beginning Practicum	3
ECE	110	Child Development	3
And one ECE elective (see list below)			
<b>Fourth Semester</b>			
ECE	208	Exploring Cultural Diversity in the Early Childhood Classroom	3
ECE	222	Working with Special Needs Children in Early Childhood Settings	2
ECE	281	ECE Fieldwork and Seminar II: Advanced Practicum	3
PSY	114	Psychology of Human Development: Lifespan+	3
<b>TOTAL UNITS</b>			<b>MINIMUM OF 36.5</b>
<b>ECE Electives (must complete two electives to fulfill requirements for AS degree)</b>			
ECE	101	Introduction to Child Development	3
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	Providing High-Quality Care for Infants and Toddlers	3
ECE	220A	Early Childhood Education 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 and CSU transfer requirements, Areas D-9 or E.			

**Early Childhood Education Certificate of Achievement**

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

REQUIREMENTS			UNITS
ECE	100	Licensing and Permits: Introduction to Childcare Programs	.5
ECE	110	Child Development	3
ECE	112	Child, Family and Community	3
ECE	114	Introduction to Early Childhood Education	3
ECE	115	Introduction to Early Childhood Curriculum	3
ECE	116	Observation and Assessment	3
ECE	131	Health, Safety and Nutrition Practices for Young Children	3
ECE	208	Exploring Cultural Diversity in the Early Childhood Classroom	3
ECE	222	Working with Special Needs Children in Early Childhood Settings	2
ECE	280	ECE Fieldwork and Seminar I: Beginning Practicum	3
PSY	114	Psychology of Human Development: Lifespan+	3
ENGL	120	Introduction to College Reading and Composition II	3
Or			
ENGL	120SL	Introduction to College Reading and Composition II – for Non-Native English Speakers	3
<b>SUBTOTAL UNITS</b>			<b>32.5</b>

And 10 General Education units, including:

**At least 3 units in Humanities or Fine Arts from the following:**

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

**And at least 3 units in Math or Science from the following:**

- Geology 120, 120L
- Physical Education 107 or Biology 107 (cross-listed)
- Mathematics 101, 101AB, 101XY, 102G, 103, 103AB, 103XY, or 115
- Statistics 115

**And at least 4 units from the following:**

- Speech 120, 128
- Dance 121
- Art 112
- Spanish 101, 102
- American Sign Language 101, 102
- Geology 120, 120L
- Mathematics 101, 101AB, 101XY, 102G, 103, 103AB, 103XY, or 115
- Statistics 115
- English 116, 150, 151, 155
- Physical Education 107 or Biology 107 (cross-listed)
- Political Science 100
- History 118

**TOTAL UNITS FOR CERTIFICATE OF ACHIEVEMENT** **42.5**

**Skills Certificate**

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

upgrade or advance in an existing career. Skills Certificates require less than 18 units and are shorter in duration than the Certificate of Achievement.

### Early Childhood Education Core Skills Certificate

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

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
<b>TOTAL UNITS</b>			<b>12</b>

### 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\*, 116, 120, 131, 132, 133, 134, 135, 137, 205, 208, 217, 218, 221, 222, 223, 224, 225, 280\*\*, 281\*\*)
4. \*Recommended (Core) Courses for 12 ECE units. Only one of the recommended courses in Child Development is necessary.
5. \*\*ECE 280 and 281 may be counted as units in the Programs and Curriculum category or as 96 hours of experience, but not both.

### Child Development Permit Requirements:

The California Department of Education requires that anyone working in a children's program subsidized by the Child Development Division obtain the appropriate permit from the California Commission on Teacher Credentialing.

1. For Child Development Assistant Teacher Permit: Six units of early childhood education (ECE) or child development (CD) courses. No experience requirement.
2. For Child Development Associate Teacher Permit: Twelve units in ECE/CD including the core\* courses. Experience requirement: 50 days (3 or more hours per day) within 2 years.
3. For Child Development Teacher Permit: Twenty-four units in ECE/CD including the core\* courses, plus 16 units in general education\*\*. Experience requirement: 175 days (3 or more hours per day) within 4 years.
4. For Child Development Master Teacher Permit: Twenty-four units in ECE/CD including the core\* courses, plus 16 units in general education\*\*, plus 6 units in an ECE/CD area of specialization, plus

2 units of adult supervision (ECE 295). Experience requirement: 350 days (3 or more hours per day) within 4 years.

5. For Child Development Site Supervisor Permit: Associate degree (or 60 units) with at least 24 units in ECE/CD including the core\* courses, plus 6 units in administration (ECE 220A, 220B), 2 units in adult supervision (ECE 295). Experience requirement: 350 days (3 or more hours per day) within 4 years, including at least 100 days supervising adults.
6. For Child Development Program Director Permit: BA/BS degree or higher including 24 units in ECE/CD, including the core\* courses, plus 6 units in early childhood education administration (ECE 220A, 220B), 2 units in adult supervision (ECE 295). Experience requirement: Site supervisor status and one program year of adult supervision experience.

\*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, 116, 120, 131, 132, 133, 134, 135, 137, 205, 208, 217, 218, 221, 222, 223, 224, 225, 280\*\*\*, 281\*\*\*)

\*\*\*ECE 280 and 281 may be counted as units in the Programs and Curriculum category or as 96 hours of experience, but not both.

\*\*General Education units require one course in each of the four degree-applicable general education categories: 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 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 Certificate of Achievement 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 Certificate of Achievement 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 require-

ments 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

**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. The course includes 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. The course meets requirements by the Department of Social Services to satisfy licensure requirements for coursework in ECE, and is required for all levels of the Child Development Permit. (CSU) AA/AS Area B, CSU Area D-7

**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**

*1.0 Unit. No prerequisite. Sixteen lecture hours per semester.*

This course includes age-appropriate activities for after school programs, aspects of after school care, and strategies for working with and understanding children in after school settings. (CSU)

**ECE 131: Health, Safety and Nutrition Practices for Young Children**

*3.0 Units. No prerequisite. Three lecture hours weekly.*

This course covers universal health precautions, OSHA guidelines, 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, and recognizing and reporting suspected child abuse. Certificates issued upon successful completion of Pediatric CPR and First Aid training components. (CSU)

**ECE 132: Planning and Leading Circle Times with Young Children**

*1.0 Unit. 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 different 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.*

This course introduces students to descriptors and characteristics of the challenging behavior of young children in early childhood classroom settings. Strategies and approaches for managing such behavior are featured. Methods for working with parents when their child displays challenging behavior and for locating outside help are also included. (CSU)



### **ECE 137: Emergent Literacy in the Early Childhood Classroom**

*3.0 Units. 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 Units. (CSU w/limit)*

### **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 explore strategies and approaches for developing long-term projects with 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. (CSU)

### **ECE 218: Providing High-Quality Care for Infants and Toddlers**

*3.0 Units. No prerequisite. Three lecture hours weekly.*

This course provides students with principles and appropriate practices that build trusting relationships with infants and toddlers (children ages 0 to 3 years) in small groups in the context of responsive, individualized caregiving. Students explore strategies that facilitate learning and development through play, in accordance with the California Infant/Toddler Learning and Development Founda-

tions and Guidelines. Room arrangement and appropriate materials are discussed, as well as how to maintain positive partnerships with children's families. (CSU)

### **ECE 220A: Early Childhood Education Administration A**

*3.0 Units. 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 early childhood program administration, including topics such as implementing regulation requirements; program assessment and evaluation; child assessments; effective leadership strategies; staff development, supervision and evaluation; nutrition programs; and developing parent partnerships. Administration of Title 5 and Title 22 childcare program requirements is also examined. The course can be applied toward credit needed for Site Supervisor and Program Director Child Development Permits, and is recommended in particular for directors, head teachers, and teachers seeking an advanced early childhood administration course. (CSU)

### **ECE 222: Working with Special Needs Children in Early Childhood Settings**

*2.0 Units. No prerequisite. Three lecture hours weekly for twelve weeks.*

Overview of children with special needs and the impact on families. Maximizing potential through education, support, legislative knowledge, curriculum adaptations, community resources, and career opportunities. Students will identify and examine special needs in young children, review the current legislation and guidelines for working with children in early childhood classrooms, recognize the importance of the Individual Family Service Plan and Individual Education Plan in developing curriculum for the special needs student, examine modalities of effective communication with parents of young children with special needs, and evaluate approaches for assisting special needs children in classroom routines. (CSU)

### **ECE 223: Music Activities for Young Children**

*1.0 Unit. 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 infants, toddlers, and preschoolers in classroom settings are presented and explored in this course. Also featured are methods for assisting young children in conflict resolution. (CSU)

**ECE 226: Exploration and Discovery in Math and Science**

3.0 Units. Prerequisite: Early Childhood Education 101 or 110. Three lecture hours weekly.

This course familiarizes students with elements of the scientific method and how those elements can be present in curriculum for young children. Students actively explore math and science concepts suitable for young children, and develop and implement age-appropriate activities to explore those concepts. (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: Independent Study**

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

**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.

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

### Career Options

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

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](http://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 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 upon the study of government intervention in the economy through fiscal policy and monetary policy aimed at reducing economic fluctuations. Includes a brief history of economic

theory and an introduction to monetarism. (CSU/UC) AA/AS Area B, CSU Area D-2, IGETC Area 4B

### 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 4B

### 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. Can be taken as Economics 125, Ethnic Studies 125, History 125, Political Science 125, or Social Science 125; credit awarded for only one course. 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)

### ECON 139: Selected Topics

0.5-6 Units. (CSU w/limit)

### ECON 215: Survey of Current Issues

3.0 Units. No prerequisite. Can be taken as Economics 215, Political Science 215, or Social Science 215; credit awarded for only one course. 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)

### ECON 249: Independent Study

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

## EDUCATION

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

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

### Transfer

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

### 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 Units.

### EDUC 110: Introduction to Education

3.0 Units. No prerequisite. Three lecture hours weekly.

A foundation for understanding the public education system for those interested in teaching and learning, this course includes information about school governance, the nature of teaching as a profession, and the philosophies of education. (CSU/UC)

### EDUC 111: Foundations of Teaching

3.0 Units. No prerequisite. Three lecture hours weekly.

This course explores what it means to be a professional teacher in today's high-stakes environment of education. Building upon a strong mentoring approach, this course helps students make decisions about their teaching future by fostering an awareness of the realities of teaching in America today. 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 139: Selected Topics

0.5-6 Units. (CSU w/limit)

### EDUC 249: Independent Study

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

## 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 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 Units. (CSU w/limit)

**ELEC 249: Independent Study**

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

**ELEC 290: Electric Vehicle Conversion and Hybrid Maintenance**

3.0 Units. No prerequisite. Can be taken as Electronics Technology 290 or Automotive Collision Repair Technology 290; credit awarded for only one course. Two and one-half lecture and one and one-half practicum hours weekly.

This course covers hybrid maintenance, guiding students through the complete process of converting a vehicle from a gasoline engine to an electrically-powered engine. Students learn the principles behind good component layout, battery rack and box design, construction details, and electrical wiring. Hands-on experience installing these components is emphasized. Additionally, students learn about AC and DC drive systems, types of batteries, selecting the right chassis, transmission adapter housing design, and handling chargers and controllers. (CSU)

## ENGINEERING

No profession has as many diverse specialties and applications as engineering. Few other professions offer the challenge, financial rewards, and opportunity to make a contribution to the betterment of our environment and standard of living as engineering.

There are many specialties in engineering, and within each area there are countless subdivisions. Our technology has grown so pervasive and complex that each facet of an engineering problem demands a specific type of training and expertise.

**Career Options**

Aerodynamicist, Agricultural Engineer, Ceramic Engineer, Chemical Engineer, Civil Engineer, Customer Service Representative, Designer, Drafter, Electrical Engineer, Electronics Engineer, Field Service Engineer, Industrial Engineer, Management Analyst, Marine Engineer, Materials Scheduler, Mechanical Engineer, Metallographer, Metallurgical Engineer, Mining Engineer, Nuclear Engineer, Operations Analyst, Petroleum Engineer, Production Manager, Project Director, Research Scientist, Safety Engineer, Sales Engineer, Surveyor, Systems Analyst, Technical Illustrator, Tester, Welding Technician

**Faculty**

Erik 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](http://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.

**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
<b>Freshman Year – Fall Semester</b>				
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
<b>For Civil or Mechanical Engineering add:</b>				
ENGG	125	Introductory Engineering Graphics		4
<b>Freshman Year – Spring Semester</b>				
COMP	140	Fundamentals of Programming in FORTRAN		4
MATH	124	Analytic Geometry and Calculus II		5
PHYS	207A	Mechanics and Properties of Matter		5
<b>For Civil Engineering add:</b>				
CHEM	132E	General Chemistry II, Lecture Only		3
<b>For Mechanical Engineering add:</b>				
CHEM	132E	General Chemistry II, Lecture Only		3
ENGG	126	Intermediate Engineering Graphics		2
<b>Sophomore Year – Fall Semester</b>				
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
<b>Sophomore Year – Spring Semester</b>				
MATH	224	Elementary Differential Equations		4
PHYS	207C	Heat, Light, Sound, and Modern Physics		5
<b>For Civil Engineering add:</b>				
ENGG	210	Engineering Surveying		3
<b>For Electrical or Mechanical Engineering add:</b>				
ENGG	220	Electric Circuit Analysis		3
<b>TOTAL UNITS</b>				<b>MINIMUM OF 54</b>

**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.

**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	Programming in MATLAB for Engineers	4
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
<b>TOTAL UNITS</b>			<b>34</b>

## ENGINEERING COURSES (ENGG)

### ENGG 039: Selected Topics (Nondegree Applicable)

0.5-6 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 110A: Introduction to the Engineering Profession

1.0 Unit. No prerequisite. One lecture hour weekly.

An overview of the engineering profession, including a survey of career fields and a discussion of academic requirements at College of Marin and other institutions. The intent of the course is to aid students in developing career goals, academic plans, and personal success strategies. (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.

An introduction to team-oriented engineering design and problem-solving processes, and to the use of computers to solve 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. The course emphasizes 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 111: Computer Tools for Scientists and Engineers: Spreadsheets

1.0 Unit. Prerequisite: Math 103 or 103AB or 103XY or sufficient score on the Math Assessment Test. One lecture hour weekly.

An introduction to computer tools and techniques useful for data analysis, problem solving, and communication in science and engineering coursework and professional activities. Students learn to use spreadsheet software (such as Microsoft Excel) to perform routine data analysis, including use of mathematical equations, statistical analysis, graphing, curve fitting, and a variety of numerical problem-solving techniques. (CSU)

### ENGG 125: Introductory Engineering Graphics

4.0 Units. No prerequisite. Three lecture and three laboratory hours weekly.

This course introduces orthographic and perspective projections, helping the student develop 3D visualization design drawing skills. Students learn industry ANSI and ISO standards used in creating detail and assembly drawings. Auxiliary and section views, mechanical tolerancing and dimensioning are learned through extensive 2D CAD and solid 3D modeling with Inventor. Important teamwork skills are fostered through group projects and documentation of the entire design process. (CSU/UC)

### ENGG 126: Intermediate Engineering Graphics

2.0 Units. Prerequisite: Engineering 125. One lecture and three laboratory hours weekly.

A continuation of Engineering 125, emphasizing 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 Units. (CSU w/limit)

### ENGG 150: Programming in MATLAB for Engineers

4.0 Units. Prerequisite: Math 123. Can be taken as Engineering 150 or Computer Science 150; credit awarded for only one course. Three lecture and three laboratory hours weekly.

Designed to meet computer programming requirements for engineering transfer students, this course utilizes the MATLAB environment to provide a working knowledge of computer-based problem-solving methods relevant to science and engineering, including programming and numerical analysis techniques. Students outline, write, test, and debug computer programs to solve problems and display results, emphasizing proper documentation of computer

code and reports. Common examples and applications of physics and engineering are used throughout the course. (CSU/UC)

### ENGG 210: Engineering Surveying

3.0 Units. Prerequisites: Math 121 or sufficient score on Math Assessment Test, or Math 123, and Engineering 125. Two lecture and three laboratory hours weekly.

This course covers basic concepts and methods of surveying fieldwork and computations for engineering and related fields. Topics include chaining, leveling, traverses, horizontal and vertical curves, stadia, topography, and earthwork. Machine computations, note keeping, adjustment of instruments, and analysis and control of random and systematic errors including least squares methods are integral parts of the course. (CSU/UC)

### ENGG 220: Electric Circuit Analysis

3.0 Units. Prerequisites: Physics 207B, and Math 224 or concurrent enrollment. Three lecture hours weekly.

An introduction to the theory and analysis of electric circuits, including basic quantities and analytical techniques; network theorems and modeling; natural and forced responses of first- and second-order RLC circuits; AC circuit analysis and power calculations; and linear models of common devices such as transistors, operational amplifiers, and transformers. (CSU/UC)

### ENGG 220L: Electric Circuits Lab

1.0 Unit. No prerequisite. Three laboratory hours weekly.

This optional lab to accompany Engineering 220 introduces electric measurements and laboratory instrumentation, as well as a practical verification of electrical circuit theory. Students build and analyze a variety of circuits, including Operational Amplifiers, and investigate first and second order transient response and AC steady state behavior. Students learn how to use oscilloscopes, multimeters, function generators, power supplies, and computer simulation tools to study electric circuits. (CSU/UC)

### ENGG 235: Engineering Mechanics: Statics

3.0 Units. Prerequisite: Physics 207A, and Math 124 or concurrent enrollment. Three lecture hours weekly.

An introduction for engineering students to applied vector mechanics of rigid bodies in static equilibrium. Students learn standard engineering techniques for the analysis of external and internal forces in structures, distributed force problems, friction, centroids, and moments of inertia. (CSU/UC)

### ENGG 245: Engineering Materials Science

3.0 Units. 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, emphasizing the effects of heat, stress, imperfections, and chemical environments. Laboratories provide direct observations of the structures and behaviors discussed in the course, experience with the operation of testing equipment, and the preparation of experimental reports. (CSU/UC)

### ENGG 249: Independent Study

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

## ENGLISH

The essence of the English major involves the development of skills and techniques such as looking at language development and literature in-depth. This elicits the ability to analyze, to ascertain assumptions, to determine values, and to make intelligent judgments and decisions. For these reasons, a major in English would be appropriate for the professions of law, medicine, or industry.

### Career Options

Advertising Copy Writer, Bookstore Manager/Staff, Continuity Writer, Editor, Foreign Service Officer, Freelance Writer, Fundraiser, Grant Writer, Interviewer, Journalist, Lawyer, Legislative Assistant, Librarian, Management Trainee, Media Specialist, News Analyst, Newspaper Reporter, Personnel Specialist, Public Information Officer, Publicity Director, Publishing Agent, Radio/TV Announcer, Reader, Research Assistant, Sales Representative, Scriptwriter, Speech Pathologist, Teacher, Technical Writer, Training Specialist

### Faculty

Windee Cottle, Ingrid Kelly, John Sutherland, Michael 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](http://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.

**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
ENGL	151	Reading and Composition (1B)	4
Or			
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

## TOTAL UNITS

19

**ENGLISH COURSES (ENGL)**

English 130, 150, 151, 155: Letter grade only.

All other courses: Letter grade or pass/no pass.

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

The College of Marin offers an English assessment testing service to provide prospective students with information with which to make informed decisions when enrolling in English courses. Students are provided with their test scores. Students registering for English courses who need help in interpreting their individual placement test scores and/or in deciding whether to register for or remain enrolled in an English course can seek assistance from a counselor or their English instructor.

For information about the English Assessment Test, students can call the Testing Office at (415) 4859469 (located in the Student Services Building, Room 18, Kentfield Campus); or (415) 883-2211, ext. 8326 (located 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 helps students develop a comprehensive understanding of their current strengths and weaknesses in the language skills necessary for college success. Complete diagnostic testing in reading, vocabulary, and writing is included, and various techniques and strategies are introduced so that each student knows what kind of work is necessary for improvement. Upon completion, students have a list of specific skills for further study, a realistic idea of current academic level, an understanding of campus resources available for in-depth skills development, and a set of strategies for continued language improvement.

**ENGL 011: College Skills: Essential English for Exams**

*1.0 Unit. No prerequisite. One lecture hour weekly.*

This course focuses on the reading, thinking, and writing skills necessary to pass standardized English tests like the General Educational Development (GED) high school equivalency exam. Students receive instruction and practice in the four levels of thinking skills normally tested on these exams. Also, students learn how to spot grammar and organizational errors in written text, and how to plan and organize a 250-word essay from a given topic in order to pass the essay exams. Practice exams are given for the final. (Non-GED candidates are welcome.)

**ENGL 012: College Skills: Reading and Thinking in Math**

*1.0 Unit. 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 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 gives students confidence in reading aloud, understanding lectures, asking and answering questions, and expressing themselves clearly in class.

**ENGL 014: College Skills: Shaping Sentences**

*1.0 Unit. No prerequisite. One lecture hour weekly.*

This six-week course provides extensive instruction and practice in composing interesting, alive, and correct sentences for college papers and other writing. Students learn how to add color, variety, and specific detail to their sentences while applying the techniques of sentence and idea combining. In addition, students explore word choice for appropriateness and punctuation for effect.

**ENGL 015: College Skills: Exploring English**

*1.0 Unit. 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 039: Selected Topics (Nondegree Applicable)**

*0.5-6 Units.*

**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: ENGLISH SKILLS OPEN LAB**

*1.0 Unit for each course. 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 I**

**ENGL 076: Reading II**

**ENGL 077: Independent Reading**

**ENGL 078: Special Interest Workshop**

**ENGL 079: Grammar Review**

**ENGL 092: Reading and Writing Skills**

*5.0 Units. 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 practice and extend the reading, grammar, and writing skills introduced in English 92, receiving personal help with 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 significantly increases students' verbal and mathematical reasoning skills, and is 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: English 92 or ESL 83 or English Placement Test or equivalent. 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 prepares students for success in college-level reading and writing tasks. Focus is on writing fluently, using effective organizational structures, and developing ideas with support, using the conventions of standard written English. Assignments help students explore the connections among readings, personal experiences, observations, and class discussions. Requires one hour weekly of guided practice in the Writing Center.

**ENGL 098A: Grammar and Usage**

*1.0 Unit. Prerequisite: English 92 or ESL 83 or English Placement Test or equivalent. One lecture and one-third laboratory hour weekly.*

Students practice reading, writing, and critical thinking to improve reading comprehension and to develop composing techniques for effective academic writing. This self-paced course is designed to prepare students for success in college level academic reading and writing. Focus is on writing fluency and familiarity with the conventions of standard written English. Assignments show the interconnection among readings, personal experience, observation, and class discussion.

**ENGL 098B: Sentence Structure and Punctuation**

*1.0 Unit. Prerequisite: English 92 or ESL 83 or English Placement Test or equivalent. One lecture and one-third laboratory hour weekly.*

Students practice reading, writing, and critical thinking to improve reading comprehension and to develop composing techniques for effective academic writing. This self-paced course is designed to prepare students for success in college level academic reading and writing. Focus is on writing fluency and familiarity with the conventions of standard written English. Assignments show the interconnection among readings, personal experience, observation, and class discussion.

**ENGL 098SL: Introduction to College Reading and Composition I - for Non-Native English Speakers**

3.0 Units. Prerequisite: ESL 83 or English 92 or English Placement Test or equivalent. Three lecture hours and one laboratory hour weekly.

This course is for non-native English speakers. Students 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 or equivalent. Three lecture hours and one laboratory hour weekly.

Students sharpen their skills in reading, writing, and critical thinking to improve reading comprehension and to develop composing techniques for effective academic writing. This course is designed to prepare students for success in college level academic reading and writing, emphasis being placed upon thinking clearly and logically and upon the construction of cogent arguments. Students also review such matters as standard usage, appropriate diction, punctuation, grammar, and ways to achieve variety in sentence structure within the context of the essay. Assignments show the interconnection

among readings, personal experience, observation, and class discussion. Requires one hour weekly of guided practice in the Writing Center. This course can be offered in a distance learning, online, or hybrid format. (CSU)

**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 or equivalent. Three lecture hours and one laboratory hour weekly.

This course is for non-native English speakers. Students sharpen their skills in reading, writing, and critical thinking to improve reading comprehension and to develop composing techniques for effective academic writing. This course is designed to prepare students for success in college-level academic reading and writing, emphasis being placed upon the construction of cogent arguments. Students also review standard usage, appropriate diction, punctuation, grammar, and ways to achieve variety in sentence structure. Assignments show the interconnection among readings, personal experience, observation, and class discussion. Requires one hour weekly of guided practice in the ESL Lab and/or Writing Center Lab. (CSU/UC)

**ENGL 130: Critical Thinking**

3.0 Units. Prerequisite: English 120 or 120SL or English Placement Test or equivalent. Three lecture hours weekly.

This introductory-level course in the arts of rhetoric and logic sharpens students' abilities to reason clearly. They learn to recognize and analyze common fallacies found in political statements, magazine commentary, news coverage, editorials, advertisements, and classical persuasive works. They 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 Units. (CSU w/limit)

**ENGL 150: Reading and Composition (1A)**

3.0 Units. Prerequisite: English 120 or 120SL or English Placement Test or equivalent. Three lecture hours weekly.

This course develops and refines students' writing, reading, and critical thinking abilities, and emphasizes gathering, evaluating, and documenting evidence. Students read and discuss various works and write expository and argumentative prose, including a research paper. During 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 or equivalent. Four lecture hours weekly.

This critical thinking/composition course highlights literary texts as material from which students derive samples to use in critical constructions of their own. Texts include critical and argumentative essays, biographical or historical discussions, belletristic writing, textual analysis, poetry, drama, short stories, and novels. Students develop skills in analysis, interpretation, informal logic,

and expository and persuasive essay writing. They 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, and to distinguish fallacious reasoning from cogent reasoning in a variety of formats. Student essays are 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 organization and style. A minimum of 8,000 words of writing (including two revisions) is 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**

*3.0 Units. Prerequisite: English 150 or equivalent. Four lecture hours weekly.*

This course develops rhetorical, critical, argumentative, and organizational skills in written composition, and heightened perceptivity in analytical reading. Extensive analysis of texts exercises students' faculties of critical and logical thinking. The investigation of writing models focuses on deductive, inductive, and inferential reasoning; assumptions and inferences embedded in arguments; informal logical fallacies; divergent world views; and incoherencies and biases in presentation. Student essays are expected to demonstrate a capacity for presenting complex ideas in a clear, coherent, and convincing manner, with particular attention to organization and style. A minimum of 8,000 words of writing is required of each student. (CSU/UC) AA/AS Area E, CSU Area A-3, IGETC Area 1B

### **ENGL 202: Creative Writing I**

*3.0 Units. Prerequisite: English 120 or 120SL or English Placement Test or equivalent. Three lecture hours weekly.*

This reading and writing course engages eligible students in both the study and the practice of the craft of fiction, poetry, and drama. English 202 and English 203 may each be taken twice for credit. (CSU/UC)

### **ENGL 203: Creative Writing II**

*3.0 Units. Prerequisite: English 120 or 120SL or equivalent, and English 202. Three lecture hours weekly.*

This reading and writing course engages eligible students in both the study and the practice of the craft of fiction, poetry, and drama. It continues and develops the study and practice begun in English 202. 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.*

This course examines short stories and novellas as works of literary art. Readings include representative short fiction by mainstream writers and by writers representing different cultural heritages. Lectures provide historical and cultural background helpful in appreciating the literature; class discussions focus on interpretation and on the analysis of traditional literary devices such as plot, character, point of view, setting, style, and theme. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

### **ENGL 212: Introduction to Poetry**

*3.0 Units. Prerequisite: English 120 or 120SL or English Placement Test or equivalent. Three lecture hours weekly.*

This course examines poetry as a major literary genre, and introduces students to the fundamental nature of poetry through an examination of poetic forms, poetic devices (rhyme, meter), imagery, diction, tone, figures of speech, meaning, and idea. The course also addresses the historical and cultural factors that have influenced poetry's stylistic developments. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

### **ENGL 214: The Popular Novel**

*3.0 Units. No prerequisite. Three hours weekly.*

This course includes twentieth-century American literature that has been very successful in the marketplace. Some novels, like "The Great Gatsby" and "The Old Man and the Sea", are now considered classics; others are minor, but well-crafted works. Students examine the novel as a literary genre and as a reflection of the dynamics and diversity of American life. In addition to reading the novels, students view films based on the novels, and produce assignments demonstrating their analytical thinking and writing skills. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

### **ENGL 218: The American Short Story**

*3.0 Units. No prerequisite. Three hours weekly.*

This course introduces the American literary tradition through reading selected short stories and related criticism, which might also be supplemented by viewing video productions of the selected stories. Students will analyze and compare short works of fiction for thematic content and express their understanding through written responses, examinations, and classroom discussion. Authors include Ernest Hemingway, William Faulkner, Mark Twain, F. Scott Fitzgerald, and others. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

### **ENGL 219: Voices and Visions**

*3.0 Units. No prerequisite. Three lecture hours weekly.*

This course offers a close look at the creative lives of at least thirteen American poets. Beginning with precursors Whitman and Dickinson, the programs cover the entire range of twentieth century verse. 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. 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. Prerequisite: English 120 or 120SL or English Placement Test or equivalent. Three hours weekly.*

This course traces the development of the genre from classic mysteries to hard-boiled detective stories to police procedurals. Students read representative works by such authors as Poe, Doyle, Christie, Hammett, Chandler, and MacDonald. The course emphasizes the conventions of the form, the elements of fiction, the methods of critical thinking used in solving crimes, and the ethical problems raised in the works under discussion. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B



**ENGL 221A: Survey of American Literature I**

3.0 Units. Prerequisite: English 98 or 98SL or English Placement Test or equivalent. 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: English 98 or 98SL or English Placement Test or equivalent. Three lecture hours weekly.

Students examine representative American writers from the Civil War to the present, with emphasis shared between the canonized “major” authors and works from Hispanic and African-American authors. Lectures, discussions and media presentations relate the literature to the developing social and philosophical attitudes that characterize American civilization. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

**ENGL 222: Survey of English Literature**

3.0 Units. Prerequisite: English 98 or 98SL or English Placement Test or equivalent. Three lecture hours weekly.

This survey covers major texts in English literature, from its beginnings in the Anglo-Saxon period, with Beowulf, through the development of modern English in the mid-seventeenth century, with Milton’s Paradise Lost. Lectures provide historical and cultural contexts and critical methods for analysis of the texts in class discussions. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

**ENGL 223: Survey of English Literature II**

3.0 Units. Prerequisite: English 98 or 98SL or English Placement Test or equivalent. Three lecture hours weekly.

This survey course in English literature covers important works from the Restoration through the 20th century. Lectures supply the background necessary for appreciation of the works and suggest the wealth of literary material available to the intellectually curious reader or to the student of literature. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

**ENGL 224: Survey of World Literature I**

3.0 Units. Prerequisite: English 120 or 120SL or English Placement Test or equivalent. Three lecture hours weekly.

This course surveys representative imaginative literature of the world (excluding English and American literature) from antiquity through the Renaissance. Students examine works from Homer and Sophocles to Cervantes and Rabelais. Lectures and discussion lead students to an understanding and appreciation of the works. Students view each work through both an artistic and a cultural lens, in order to see how the narrative mode and lyric and dramatic forms have evolved through the centuries. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

**ENGL 225: Survey of World Literature II**

3.0 Units. Prerequisite: English 120 or 120SL or English Placement Test or equivalent. Three lecture hours weekly.

This course surveys representative imaginative literature of the world (excluding English and American literature) from early modern to post modern times. Students examine works ranging from Voltaire and Goethe to Sartre and Kafka. They view each work through both an artistic and a cultural lens, in order to see how the narrative mode and lyric and dramatic forms have evolved through the centuries. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

**ENGL 230: Survey of Shakespeare**

3.0 Units. Prerequisite: English 120 or 120SL or English Placement Test or equivalent. Three lecture hours weekly.

This survey examines representative plays from each period in Shakespeare’s career, focusing on the main genres-- romance, tragedy, comedy, and history play-- and locating the plays in their historical context. Lectures define critical approaches that invite discussion of the dramatic and literary qualities of Shakespeare’s work. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

**ENGL 235: Women in Literature**

3.0 Units. Prerequisite: English 120 or 120SL or English Placement Test or equivalent. 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, is examined through the analysis of selected texts. Lectures and discussions 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 is on women in American literature by both male and female authors, the writing of minority women, and the political and cultural context of literature. (CSU/UC) AA/AS Areas C and G, CSU Area C-2, IGETC Area 3B

**ENGL 237: The Literature of American Cultures**

3.0 Units. Prerequisite: English 98 or 98SL or English Placement Test or equivalent. Three lecture hours weekly.

This class explores the richness and diversity of American culture by studying the literature of several social and ethnic groups. It focuses on themes of identity and community in works by African-American, Native American, Jewish American, Latino, and Asian American writers. Close readings of representative texts are placed in the context of twentieth-century cultural history. (CSU/UC) AA/AS Areas C and G, CSU Area C-2, IGETC Area 3B

**ENGL 240: Classic Children’s Literature**

3.0 Units. Prerequisite: English 120 or 120SL or English Placement Test or equivalent. 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 or 120SL or English Placement Test or equivalent. Can be taken as English 242 or Humanities 242; credit 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: Independent Study**

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

## 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 ESL courses. Students are provided with their test scores. Students registering for ESL courses who need help interpreting their individual placement test scores, and/or deciding whether to register for or remain in an ESL course, can seek assistance from a counselor or their instructor.

For information about the ESL Placement Test, students can call the Testing Office at (415) 485-9469 (located in the Student Services building, Room 18, Kentfield Campus).

## ENGLISH AS A SECOND LANGUAGE NONCREDIT COURSES (ESLN)

**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.

**ESLV 001: ESL for Hotel and Restaurant Workers**

*0.0 Unit. No prerequisite. Three lecture hours weekly.*

This course is designed for students who are presently working in the hotel and restaurant fields or those who are seeking positions in these fields. The class will emphasize and demonstrate the specific English language skills required for success in these industries. The course will teach language suitable for real-world hospitality situations and will include guest instructors from the hospitality field. The class is most suitable for students at the intermediate and higher levels.

**ESLV 002: ESL for Housekeepers and Custodians**

*0.0 Unit. No prerequisite. Three lecture hours weekly.*

This course is designed for students who are presently working as housekeepers or janitors in private homes, hotels, or buildings, or those who are seeking positions in those fields. The class will emphasize and demonstrate the specific English language skills required for success and advancement in those fields. The course will teach language suitable for real-world housekeeping situations and will include actual hands-on experiences with cleaning situations. The class is most suitable for students at the high beginning (ESLN 20) level or above.

**ESLV 003: Communication Skills for Healthcare Workers**

*0.0 Unit. No prerequisite. Three lecture hours weekly.*

This course is designed for healthcare workers and others interested in healthcare fields. The focus will be on the language skills necessary to function in a medical/dental environment. Emphasis is on social and cultural skills for successful interaction with patients and co-workers.

**ESLV 004: English for Childcare A**

*0.0 Unit. No prerequisite. Advisory: ESLN 20, 25, or 30. Three lecture hours weekly.*

This class is for high beginning English language learners who as parents, babysitters, and childcare workers need to be able to communicate with young children, co-workers, and parents. Students develop vocabulary and grammar needed for communication in basic care-giving activities. They improve reading and pronunciation skills through childrens' books, games, and songs.

**ESLV 005: English for Childcare B**

*0.0 Unit. No prerequisite. Advisory: ESLN 35 or above. Three lecture hours weekly for eight weeks.*

This class is for intermediate English language learners who as parents, babysitters, and childcare workers need to be able to communicate with young children to help them set limits, solve problems, and give, ask for, and clarify information or instructions from co-workers and parents. Students develop vocabulary and grammar needed for

communication in basic care-giving activities. They improve reading and pronunciation skills through children's books, games, and songs. Health and safety issues are covered.

### **ESLV 006: ESL-ECE Bridge Class A**

*0.0 Unit. No prerequisite. Advisory: ESL levels 40-60. Three lecture hours weekly.*

This course is designed to prepare students interested in the Early Childhood Education program for classes which are only offered in English. Note: the course is intended as a supplement, not a replacement, to the regular credit ESL program. Students learn to observe and describe child behavior orally and in writing using early childhood development vocabulary, practice finding main ideas and support in selections from related textbooks, and develop communication skills and good study habits.

### **ESLV 007: ESL-ECE Bridge Class B**

*0.0 Unit. No prerequisite. Advisory: ESL levels 50-70. Three lecture hours weekly.*

This is the second-level course designed to prepare students interested in the Early Childhood Education Program for classes which are only offered in English. Note: It is intended as a supplement (not a replacement) to the regular credit ESL program. Students improve their pronunciation and use of Early Childhood Education vocabulary to describe child interaction, supervision and guidance strategies orally and in writing. Students discuss and practice different types of written assignments and read unadapted passages from Early Childhood Education textbooks.

### **ESLV 008: ESL for Gardeners**

*0.0 Unit. No prerequisite. Advisory: ESLN 20. One and one-half lecture hours weekly.*

This course is for low intermediate to intermediate ESL students working or planning to work in gardening or landscaping. Students learn language and cultural expectations necessary to communicate in English with employers, customers, co-workers and emergency medical care providers. The course includes work on accent correction.

## **ENGLISH AS A SECOND LANGUAGE CREDIT COURSES (ESL)**

### **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 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 provides ESL students the opportunity to improve their pronunciation of standard American English. Students practice the sound system and the rhythm of the language to become more intelligible and to gain understanding of spoken English.

### **ESL 058B: Pronunciation for Non-Native English Speakers II**

*2.0 Units. No prerequisite. Advisory: ESL Placement Test. Four lecture hours weekly for eight weeks, or two lecture hours weekly for sixteen weeks.*

This course provides ESL students the opportunity to improve their pronunciation of standard American English. Students practice stress and intonation patterns, linking, assimilation, and prominence to become more intelligible and to gain understanding of spoken English.

### **ESL 059: Review of Intermediate ESL**

*3.0 Units. 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 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 upon 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.

## ENVIRONMENTAL LANDSCAPING

Environmental landscaping is more than making the world around us a beautiful place. It's about creating environments that function practically and in harmony with nature. It's growing plants, establishing organic farms, designing spaces, and installing landscapes. The courses are designed to meet the needs of both the home or professional landscaper, farmer, or gardener. The field is appealing to those wanting to work in outdoor occupations, as well as those who like to work with high-tech equipment. This curriculum is designed so that graduates, depending on their interest, abilities, and achievement, may qualify for employment in a wide variety of careers.

**Career Options**

Arboriculture (Tree Care), Commercial Landscape Management, Environmental Planning, Interiorscape Design and Maintenance, Landscape Design and Installation, Landscape Irrigation, Organic Farming, Park Supervising, Residential and Estate Maintenance

**Faculty**

Fernando Agudelo-Silva

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

**Transfer**

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

**A.S. IN ENVIRONMENTAL LANDSCAPING, OCCUPATIONAL\***

(Certificates of Achievement in Landscape Construction and Design Concepts\*, Landscape Maintenance\*, and Nursery Management\* also awarded [\*must be completed by the end of the 2012 summer session])

This curriculum is designed so that graduates, depending on their interests, abilities, and achievement, may qualify for employment in a wide variety of capacities.

Certificates of Achievement are awarded for completion of the certificate program. The Associate in Science degree is awarded for completion of all requirements in the core certificate program, as well as completion of general education and graduation requirements.

**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.**

The following courses are required of all Environmental Landscaping, Occupational degree and/or Certificate of Achievement students. \*Please note: this degree, and related Certificates of Achievement, must be completed by the end of the 2012 summer session.

REQUIREMENTS			UNITS
ELND	110A	Introduction to Environmental Landscaping	1.5
ELND	110B	Introduction to Environmental Landscaping	1.5
ELND	120A	Landscape Ecology	1.5
ELND	120B	Landscape Ecology	1.5
ELND	154A	Plant Materials I	1.5
ELND	154B	Plant Materials I	1.5
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	1.5
ELND	254B	Plant Materials II	1.5
<b>TOTAL CORE UNITS</b>			<b>15</b>

**SPECIALTIES**

In addition to the core program listed above, each Environmental Landscaping, Occupational 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

**TOTAL SPECIALTY UNITS****15****Landscape Maintenance Specialty\***

ELND	253	Landscape Irrigation Systems	3
ELND	262A	Environmental Maintenance Practices	1.5
ELND	262B	Environmental Maintenance Practices	1.5

**TOTAL SPECIALTY UNITS****6****Nursery Management Specialty\***

ELND	157	Principles of Landscape Design	3
ELND	262A	Environmental Maintenance Practices	1.5
ELND	262B	Environmental Maintenance Practices	1.5
ELND	264	Landscape Nursery Practices	3

**TOTAL SPECIALTY UNITS****9**

**Please note: the above A.S. degree in Environmental Landscaping, Occupational and related specialties/Certificates of Achievement must be completed by the end of the 2012 summer session.**

## A.S. IN ENVIRONMENTAL LANDSCAPING: LANDSCAPING, ORGANIC FARMING AND GARDENING

*(Certificate of Achievement also awarded)*

This curriculum is designed so that graduates, depending on their interests, abilities, and achievement, may qualify for employment in a wide variety of careers.

The Associate in Science degree is awarded for completion of all requirements in the core program and completion of general education and graduation requirements. Students who complete only the required courses for the major will receive a Certificate of Achievement.

**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
ELND	109S	Principles and Practices of Organic Farming and Gardening - Spring	3	Or
ELND	109F	Principles and Practices of Organic Farming and Gardening - Fall	3	
ELND	115S	Plant Identification, Selection, and Propagation - Spring	3	
ELND	115F	Plant Identification, Selection, and Propagation - Fall	3	
ELND	150	Integrated Pest Management in Landscapes, Farms, and Gardens	3	
ELND	160	Soils: Ecology and Management	3	
ELND	190	Irrigation of Landscapes, Farms, and Gardens	3	
<b>TOTAL CORE UNITS</b>				<b>18</b>

### Certificate of Achievement in Environmental Landscaping: Landscape and Garden Design

The following courses are required of all Landscape and Garden Design Certificate of Achievement students.

REQUIREMENTS				
ELND	101	Introductory Principles of Sustainable Landscapes, Farms, and Gardens	3	
ELND	115S	Plant Identification, Selection, and Propagation - Spring	3	
ELND	115F	Plant Identification, Selection, and Propagation - Fall	3	
ELND	120A	Landscape Ecology	1.5	
ELND	120B	Landscape Ecology	1.5	
ELND	140	Introductory Principles of Sustainable Landscape Design	3	
ELND	160	Soils: Ecology and Management	3	
<b>TOTAL CERTIFICATE UNITS</b>				<b>18</b>

### Certificate of Achievement in Environmental Landscaping: Landscape, Organic Farm, and Garden Production

The following courses are required of all Landscape, Organic Farm, and Garden Production Certificate of Achievement students.

REQUIREMENTS				
ELND	109F	Principles and Practices of Organic Farming and Gardening - Fall	3	
ELND	109S	Principles and Practices of Organic Farming and Gardening - Spring	3	
ELND	120A	Landscape Ecology	1.5	
ELND	120B	Landscape Ecology	1.5	
ELND	150	Integrated Pest Management in Landscapes, Farms, and Gardens	3	
ELND	160	Soils: Ecology and Management	3	
ELND	190	Irrigation of Landscapes, Farms and Gardens	3	
<b>TOTAL CERTIFICATE UNITS</b>				<b>18</b>

## ENVIRONMENTAL LANDSCAPING COURSES (ELND)

### ELND 039: Selected Topics (Nondegree Applicable)

0.5-6 Units.

### ELND 101: Introductory Principles for Sustainable Landscapes, Farms and Gardens

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

An introductory foundation in the practices of sustainable landscaping, farming, and gardening, this course is important for anyone interested in using agricultural resources in an ecologically sound way. The course covers key concepts for the development and installation of farms, gardens, or landscapes according to principles of ecological sustainability, and includes concepts such as site analysis, plant selection, soils, and economic and social considerations. (CSU)

### ELND 109F: Principles and Practices of Organic Farming and Gardening - Fall

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

Academic study and hands-on training in the basic skills and procedures of organic farming and gardening. Topics include applied soil science, management of long-term soil fertility, establishment of greenhouse systems and applicable methods of plant propagation, a review of basic botany for gardeners, site analysis, and plant selection. The class focuses on establishing and maintaining a sustainable farm, garden, or landscape during the Fall. (CSU)

### ELND 109S: Principles and Practices of Organic Farming and Gardening - Spring

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

Academic study and hands-on training in the basic skills and procedures of organic farming and gardening. Instruction topics include applied soil science, managing long-term soil fertility, establishment of greenhouse systems and applicable methods of plant propagation, a review of basic botany for gardeners, site analysis, and plant selection. The class focuses on establishing and maintaining a sustainable farm, garden, or landscape during the Spring. (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 115F: Plant Identification, Selection and Propagation - Fall**

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

This course will focus on plants adapted to our climate to create appropriate, sustainable gardens and landscapes. It will include discussions of specific plants, walks in varied landscapes, field trips to local botanical gardens, and demonstrations of seasonal selection of planting materials. (CSU)

### **ELND 115S: Plant Identification, Selection and Propagation - Spring**

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

This introductory course familiarizes students with appropriate plants for Bay Area gardens and landscapes. The course features live specimens, in-depth lectures, and field trips. Each plant is discussed with details of name, origin, habitat, growth pattern, size, cultural requirements, methods of propagation, and botanical descriptions. (CSU)

### **ELND 120A: Landscape Ecology**

*1.5 Units. No prerequisite. Three lecture hours weekly for eight weeks.*

This class, essential for anyone interested in ecologically sound gardening and landscaping, covers evolution of ecological concepts, structure and function of plant ecosystems, factors that regulate plant communities, the effects of climate on plant communities, and their relevance for gardening and landscaping. This short class is the first half of a two-class sequence on plant ecology. 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, essential for anyone interested in ecologically sound gardening and landscaping, covers ecological interactions that regulate plant communities such as biogeochemical cycles, predation, parasitism, disease, competitions, and their relevance for gardening, landscaping and ecological studies. This short class is the second half of a two-class sequence on plant ecology. May be taken twice for credit. (CSU)

### **ELND 139: Selected Topics**

*0.5-6 Units. (CSU w/limit)*

### **ELND 140: Introductory Principles of Sustainable Landscape Design**

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

This course covers trends and principles of landscape design, landscape drawing, basic site analysis, plant traits, and sustainability considerations. (CSU)

### **ELND 150: Integrated Pest Management in Landscapes, Farms and Gardens**

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

This course covers principles of Integrated Pest Management (IPM), applied to manage a wide variety of life forms including insects, mites, microbes, and unwanted vegetation in landscapes, farms, and gardens. It includes arthropod, microbe and unwanted plant identification, and strategies, tools, and techniques to reduce their impact

on plants. The course addresses cultural, biological, and chemical management methods. (CSU)

### **ELND 160: Soils: Ecology and Management**

*3.0 Units. No prerequisite. Can be taken as Environmental Landscaping 160 or Biology 160; credit 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 a 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, soil's ability to support plant growth, and approaches to use soil in a sustainable manner. (CSU/UC) CSU Area B-1, IGETC Area 5A

### **ELND 170: Landscape, Farm and Garden Construction**

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

This course surveys materials and techniques used in the construction of landscapes, farms, and gardens. Topics include irrigation, drainage, and soil amendments. Students learn to read and interpret plans and specifications, as well as elementary surveying and grade interpretation. The course will also provide information necessary for the California Landscape Contractors examination. (CSU)

### **ELND 180: Landscape, Farm and Garden Estimating and Management**

*3.0 Units. No prerequisite. Advisory: Environmental Landscaping 170. Two lecture and three laboratory hours weekly.*

A study of business practices related to the construction of landscapes, farms, and gardens. Includes publications for new jobs, site evaluation, landscape plans (design), and specifications. Topics include office and business practices for the landscape contracting industry, bid document breakdowns, price comparison, capital expenditures, preparation of bid documents, subcontracting, certificates of insurance, lien notices, and as-built drawings. (CSU)

### **ELND 190: Irrigation of Landscapes, Farms and Gardens**

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

This class covers topics essential to providing water, in an ecologically sensitive manner, to plants in farms, gardens, and landscapes. Concepts covered include: soil/water/plant/weather relationships, basic hydraulics, site information, irrigation requirements, and the design and installation of diverse types of irrigation systems. (CSU)

### **ELND 201: Special Topics in Landscape Design**

*3.0 Units. 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. Topics include current design trends in light of ecological, social, economic and technology circumstances. Subjects covered may include new materials (plants, lights, structures, embellishments), 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 specialized aspects of landscape materials and construction. Topics include the tools, techniques, materials (such as wood, stone, brick, tile and concrete), and processes necessary to build a wide variety of structures in landscapes. Students participate in class projects to build diverse structures utilized in gardens and landscapes. May be taken three times for credit. (CSU)

**ELND 249: Independent Study**

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

## ETHNIC STUDIES

The Ethnic Studies course offerings are intended for those who desire a deeper understanding of American minority peoples and their communities. Students will receive a unique, interdisciplinary educational experience with courses emphasizing the historical and philosophical impact of the cultures of African American, Hispanic American, Asian American, and American Indian peoples, and their contributions to the culture of the United States.

**Career Options**

Art Historian, Biographer, Curriculum Developer, Education Administrator, Environmental Studies, Global Studies, Historian, International Affairs, Journalist, Librarian, Market Research Analyst, News Analyst, Research Specialist, Teacher, Writer

**Faculty**

Walter B. Turner

Department Phone: (415) 485-9630

**Transfer**

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

**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: this degree must be completed by the end of the 2012 summer session.

**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 in the United States	3
ETST	151	Native American History	3

**Three units from:**

ETST	154	Native American Literature	3
ETST	108	Art of the Americas (also offered as ART 108 or HUM 108)	3
HIST	111	Western Civilization II: 1350-1815	3
HIST	238	History of Africa	3
MUS	105	Rock, Pop, and Jazz	3
JOUN/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 (also offered as ETST 125, HIST 125, POLS 125, or SSC 125)	3

**TOTAL UNITS****18**

### ETHNIC STUDIES COURSES (ETST)

**ETST 039: Selected Topics (Nondegree Applicable)**

0.5-6 Units.

**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. In this foundation course, students 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 4C

**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.

A historical survey of the African/African American experience from developments on the African continent to the beginning of the twentieth century in American history. The course explores the role of African beginnings, the African Diaspora, and Black Nationalism in the growth of a distinctive African American culture in the United States. Emphasizes 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 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 4C, 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 historical survey of the African American experience in the United States from the American Revolution to the twenty-first century focuses on the history, social movements, and political aspirations of African Americans in the context of American history. Emphasizes the African Diaspora, Black Nationalism, the development of independent 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 4C, 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 historical survey of the Latino/Latina experience in North America from pre-Columbian experiences through the contemporary era focuses on the development of a distinctive Latino culture and its political, social, and economic manifestations in the 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 4C, 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. Can be taken as Economics 125, Ethnic Studies 125, History 125, Political Science 125, or Social Science 125; credit awarded for only one course. 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)

**ETST 128: Art Field Trips**

1-4 Units. No prerequisite. Can be taken as Ethnic Studies 128, Art 128, or Humanities 128; credit 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 set up background for an intensive field trip(s) that may include visits to museums, galleries, libraries, artists' studios, and to architectural and archeological sites where lecture, discussion, and personal exploration take place. May be used to bring students to a major media-specific conference. May be taken four times for credit. (CSU)

**ETST 139: Selected Topics**

0.5-6 Units. (CSU w/limit)

**ETST 151: Native American History**

3.0 Units. No prerequisite. Three lecture hours weekly.

This introductory historical survey of Native American cultures of North America from the pre-colonial period to the present emphasizes the diversity of North American Native cultures and their social and political evolution. Key themes include 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 4C, CSU US History, Constitution, and American Ideals

**ETST 154: Native American Literature**

3.0 Units. No prerequisite. Three lecture hours weekly.

This course surveys Native American literature and culture, focusing on the work of selected Native American authors, both poets and fiction writers, and emphasizing Native American cultures and the social issues facing Native Americans. The course also develops 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 include the legacy of colonialism, nationalism, globalization, and the growth of independence movements. (CSU/UC) AA/AS Area B, CSU Area D-7, IGETC Area 4G

**ETST 249: Independent Study**

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

**FILM/VIDEO**

The curriculum is designed to provide theory and skills for those who are interested in films, television and broadcast studio, whether students' goals be transfer, professional, or self-enrichment. The production courses are hands-on, with equal emphasis on aesthetic principles and technology.

**Career Options**

Animator, Announcer, Broadcast Technician, Camera Operator, Disc Jockey, Engineering Technician, Film Director, Film Editor, Freelance Film Maker, Light Technician, News Broadcaster, News Director, Producer, Production Engineer, Program Assistant, Reporter, Screenwriter, Sound Editor, Sound Recorder, Sportscaster, Studio Technician, Teacher, Videotape Photographer, Writer

**Faculty**

Frank Crosby

Department Phone: (415) 485-9348

**Transfer**

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

## A.A. IN COMMUNICATION, FILMMAKING OPTION

**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	Nonlinear Editing for Film and Video	3
<b>Six additional units to be selected from the following:</b>			
Any advanced film production course			
COMM/HUM	109A	History of Film: Beginning to 1950	4
COMM/HUM	109B	History of Film: 1950 to the Present	4
COMM/JOUN	110	Introduction to Mass Communication and Media Literacy	3
COMM/JOUN	160	Images of Race, Gender, and Class in the Media	3
COMM	161	Introduction to Screenwriting	3
COMM	166	Writing Short Film and Television Productions	3
<b>TOTAL UNITS</b>			<b>19</b>

## A.A. IN COMMUNICATION, SCREENWRITING OPTION

**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/HUM	109A	History of Film: Beginning to 1950	4
COMM/HUM	109B	History of Film: 1950 to the Present	4
COMM	161	Introduction to Screenwriting	3
COMM	162*	Advanced Film and Television Writing (Must be taken twice for six units.)	6
COMM	150	Introduction to Filmmaking	4
<b>Three additional units to be selected from the following:</b>			
COMM/JOUN	110	Introduction to Mass Communication and Media Literacy	3
COMM/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			
* May be taken four times for credit.			
<b>TOTAL UNITS</b>			<b>24</b>

## FILM/VIDEO COURSES (COMM)

### COMM 039: Selected Topics (Nondegree Applicable)

0.5-6 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 as Communications 109A or Humanities 109A; credit 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 as Communications 109B or Humanities 109B; credit 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 Units. (CSU w/limit)

### COMM 140: Film Direction

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

The theory, process, and practical application of directing narrative, documentary, commercial, promotional, and training motion-picture projects. The class focuses on how the director functions in the process of casting, script breakdown, scene blocking, development, interpretation of script/content, and crew functions. Intended for those considering a career in media or who use media for personal expression or enjoyment. (CSU)

### COMM 145: Developing Ideas for Film, Multimedia and Video Projects

2.0 Units. No prerequisite. Two lecture hours weekly.

In this course, students learn how to develop a concept, idea or story for short film, multimedia and video projects. The course introduces 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.*

In this hands-on class, students learn how to complete preproduction tasks for film and video. The course introduces 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 course introduces 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 course introduces 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: Introduction to Screenwriting**

*3.0 Units. No prerequisite. Three lecture hours weekly.*

This course teaches the basics of dramatic writing, emphasizing the three-act structure of the feature film screenplay and plot logic. Students learn to write to create sympathy for characters, using interesting dramatic and comedic conflict, and developing a believable transformational arc for the characters. Students analyze feature films and screenplays for structure, pacing, and characterization. They will complete a treatment or outline for a feature film, and practice writing scenes in the correct format. (CSU)

**COMM 162: Advanced Film and Television Writing**

*3.0 Units. 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 story-boarding 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 intermediate-level class teaches intermediate techniques of cinematography and lighting through classroom instruction, exercises, and studio and location shooting. In addition, students 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: Nonlinear Editing for Film and Video**

*3.0 Units. No prerequisite. 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 nonlinear workstations such as Avid and Final Cut Pro. The emphasis is on developing skills through hands-on work and practice. (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: Protocols 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 introduces 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. Students develop 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 advanced level seminar allows students to work on their second-year film projects. It includes a critical and analytical evaluation of students' films, working as crew on other advanced students' projects, and completing postproduction work. May be taken four times for credit. (CSU)

### COMM 249: Independent Study

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

## 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 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 (EMT-1) scope of practice. Supervised clinical experience with emergency ambulance providers and/or hospital emergency room is included. 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](http://www.marin.edu/departments/fire_technology).

### FIRE 120A: Emergency Medical Technician-1 Refresher A

1.5 Units. Prerequisite: Current EMT-1 Certification. One and one-half lecture and one-half laboratory hours weekly.

This course, required for recertification of EMT-1 personnel, provides didactic and skills instruction, updating students in all areas of emergency room prehospital care as contained in the EMT-1 scope of practice. (CSU)

### FIRE 120B: Emergency Medical Technician-1 Refresher B

3.0 Units. Prerequisite: Current EMT-1 Certification. Three lecture hours and one laboratory hour weekly, plus four testing hours to be arranged.

This course, required for recertification of EMT-1 personnel, provides didactic and skills instruction, updating students in all areas of emergency room prehospital care as contained in the EMT-1 scope of practice. (CSU)

### FIRE 139: Selected Topics

0.5-6 Units. (CSU w/limit)

### FIRE 215: Advanced First Aid/First Responder

2.0 Units. No prerequisite. Three lecture hours weekly.

This first responder course teaches the basics of good patient care and the skills needed to deliver appropriate care to the victim of an accident or a sudden illness until more highly trained emergency personnel arrive. Upon successful completion of the course, certificates are awarded for the First Responder and CPR for the Professional Rescuer. This course is a prerequisite for the Emergency Medical Technician Program. May be taken four times for credit. (CSU/UC)

### FIRE 249: Independent Study

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

### 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

### 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](http://www.assist.org). Please see a counselor for more information as curriculum requirements may vary among transfer universities.

### A.A. IN FRENCH

Students may take classes at either campus to fulfill requirements for the major.

**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, complete one course from the following:			
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	Independent Study	1 to 3
<b>TOTAL UNITS</b>			<b>MINIMUM OF 16</b>

## FRENCH COURSES (FREN)

### FREN 039: Selected Topics (Nondegree Applicable)

0.5-6 Units.

### FREN 101: Elementary French 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 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 three 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. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

### FREN 108A: French Culture and Literature Go to the Cinema

3.0 Units. Prerequisite: French 101 or equivalent. Three lecture hours weekly.

This course introduces students to films inspired by classic, significant, and, in many instances, famous literary pieces, emphasizing connections between the novels/stories and their artistic expression in film. This course examines trends in French literature and film, and establishes connections between literature, film, and socio-cultural and political changes in French-speaking countries. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

### FREN 108B: French Culture and Literature Go to the Cinema

3.0 Units. Prerequisite: French 101 or equivalent. Three lecture hours weekly.

This course introduces students to films inspired by twentieth-century cultural developments in French society. The course examines trends in French literature, and establishes connections between socio-cultural and political changes in French-speaking countries and their artistic expression in literature and film. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

### FREN 110: Conversational French I

4.0 Units. 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 Units. (CSU w/limit)

**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 and 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 and 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 and 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 and 6; UC Language other than English

**FREN 249: Independent Study**

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

## 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

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](http://www.assist.org). Please see a counselor for more information as curriculum requirements may vary among transfer universities.

## GEOGRAPHY COURSES (GEOG)

**GEOG 039: Selected Topics (Nondegree Applicable)**

0.5-6 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 and B-3, IGETC Area 5A

**GEOG 102: The Human Environment**

3.0 Units. No prerequisite. Three lecture hours weekly.

This course offers students an overview of the interrelationships between human societies and the environment. It examines population distribution and growth, migrations, environmental modifications, and the spatial distribution of phenomena such as language, religion, economic systems, and urbanization. (CSU/UC) AA/AS Area B, CSU Area D-5, IGETC Area 4

**GEOG 109: Geography of California**

3.0 Units. No prerequisite. Three lecture hours weekly.

An introduction to the tools of geography, to the systems approach to the study of the physical and biological elements of California's landscape, to the distribution patterns of these elements, and to the significance of such patterns. (CSU/UC) AA/AS Area A or B, CSU Area D-5, IGETC Area 4

**GEOG 112: Meteorology and Climatology**

3.0 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**

3.0 Units. No prerequisite. Advisory: Familiarity with Windows operating system and software is highly recommended. Three lecture hours weekly.

This interdisciplinary course explores Geographic Information Systems (GIS) for acquisition, storage, management, analysis, modification, and presentation of spatial data. The course addresses how GIS can be used as a tool for diverse academic disciplines. Using lecture with hands-on computer time, the course introduces GIS through the use of ArcGIS software, Google Earth, and GPS software. Includes a project module that stresses accession and application of data in the student's chosen academic area of interest. (CSU/UC)

**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 127: Introduction to Spatial Analysis Using Geographic Information Systems**

3.0 Units. Prerequisite: Geography 125. Three lecture hours weekly.

An interdisciplinary exploration of the true power of Geographic Information Systems (GIS) Spatial Analysis. Using lecture with hands-on computer time, the course teaches students how to analyze spatial data and find hidden patterns or relationships, and present these results in graphic form using ArcGIS software. Includes a project module that stresses accession and application of spatial data in the student's chosen academic area of interest. (CSU)

**GEOG 139: Selected Topics**

0.5-6 Units. (CSU w/limit)

**GEOG 249: Independent Study**

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

## 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](http://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.

**Note: Students must complete English 150 for the Associate degree. Transfer students are advised to complete English 150. 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		2.5
Or				
GEOL	126	Field Geology II		2
GEOL	201	Elementary Mineralogy		4
MATH	104	Plane Trigonometry		3
PHYS	108A	General Physics I		4
PHYS	108B	General Physics II		4
TOTAL UNITS				35 to 35.5

## GEOLOGY COURSES (GEOL)

### GEOL 039: Selected Topics (Nondegree Applicable)

0.5-6 Units.

### GEOL 099: General Science

3.0 Units. No prerequisite. Can be taken as Geology 99 or Biology 99; credit 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 2-day field trips.

An opportunity to see and understand more fully the geology, landforms, and natural environment of national parks. The course is repeatable if different national parks are studied. (CSU)

### GEOL 102: Geologic Setting of the National Parks

2.0 Units. No prerequisite. Two lecture hours weekly.

Designed to enrich the student's knowledge of the natural environments of national parks, with emphasis on parks of the western hemisphere. (CSU)

### GEOL 103: Environmental Geology

3.0 Units. No prerequisite. Three lecture hours weekly.

The fascinating study of the interactions of the human race and the physical environment. The course centers on how mankind alters the physical environment to better suit our immediate needs, and how these alterations dictate the course of our future. The emphasis is always on the balance between short-term reward and long-term consequence. Field trips may be offered. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

### GEOL 105: Cosmic Evolution

3.0 Units. No prerequisite. Can be taken as Astronomy 105, Biology 105, or Geology 105; credit awarded for only one course. Three lecture hours weekly.

This interdisciplinary course 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 explore basic concepts and principles that bind all scientific disciplines, and the nature of science and scientific inquiry. Through study of astronomy, chemistry, geology, and biology, students discover the interrelatedness of all matter 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

2.0 Units. No prerequisite. One lecture and three laboratory hours weekly.

A course designed for any and all individuals interested in learning about the types of rocks and minerals that form the bedrock below their feet. Lectures focus on the dynamic geo-tectonic processes that formed these stones; laboratory investigations develop skills and techniques necessary for identification of common minerals and rocks. Field trips to local sites of interest may be included. A portion of the course will be dedicated to optical mineralogy, petrography, and basic lapidary techniques. (CSU)

### GEOL 109: General Oceanography

3.0 Units. No prerequisite. Three lecture hours weekly.

This general survey course in ocean science is open to any student interested in the physical and biological processes that have formed, and maintain the health of, the earth's oceans and seas. The course is particularly important for students considering a career in marine science or technology, and is strongly encouraged for environmental science majors. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

### GEOL 110: Earth Science

3.0 Units. No prerequisite. Three lecture hours weekly. Not open to students who have taken or are taking Geology 120.

This course introduces the basic principles of geology. Plate tectonics, mineralogy, petrology, paleontology, and the formation of landforms will be emphasized. Field trips to local areas of interest will be offered. This nonlaboratory course is intended for non-majors. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

### GEOL 114: Geology of California

3.0 Units. No prerequisite. Three lecture hours weekly.

This course informs students about the geological processes responsible for the formation of the incredibly diverse and strikingly beautiful landscape they live on. Emphasis is applied to the tectonic and erosional forces that have formed and continue to alter our state's landforms. By term's end students will understand the processes that have generated the abundantly rich mineral and energy resources held within our state boundaries. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

### GEOL 115: Volcanoes

1.0 Unit. No prerequisite. One lecture hour weekly.

This course on the nature and force of volcanic eruptions is designed to acquaint the student with the major volcanic landforms of the



earth and the tectonic processes responsible for their eruptive character. By term's end the student will be familiar with the various types of volcanic landforms, the specific types of eruptions they generate, and the rock forms they produce. (CSU)

### **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.*

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.*

A hands-on study of rocks, minerals, maps, and geologic processes. The course focuses on the identification of naturally forming rocks and minerals, interpretation of topographic and geologic maps, use of these maps as tools in investigations of ground and surface water conditions, and on the geo-technical assessment of seismic and slope stability hazards found in local areas. The earthquake hazards of the Bay Area are featured; field trips are included. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A

### **GEOL 121: Historical Geology**

*4.0 Units. Prerequisites: Geology 120 and 120L. Three lecture and three laboratory hours weekly.*

The study of the evolution, over geologic time, of the land and life forms of the planet Earth as observed in the rock and fossil record. The course examines the dynamic changes in the surface condition of the Earth's environment--the very alterations that have caused five mass extinctions in the biosphere. Students will evaluate the evolution of landscapes by observing them firsthand, in the field. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A

### **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 as Geology 138 or Biology 138; credit 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. It is a study of connections in nature, combining 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. Discussions focus on understanding ecosystem services, how humans interfere with earth's life support systems, and how to deal with the environmental problems we face. Emphasis is placed on understanding various world views and how they affect our values. Field studies may include visits to restoration projects, local ecosystems, and local environmental conferences. (CSU/UC) AA/AS Area A, CSU Area B-1 or B-2 and B-3, IGETC Area 5A or 5B

**GEOL 139: Selected Topics**

0.5-6 Units. (CSU w/limit)

**GEOL 140: Environmental Field Techniques**

1.0 Unit. No prerequisite. Can be taken as Geology 140 or Biology 140; credit 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 Decision-Making**

3.0 Units. No prerequisite. Can be taken as Geology 142 or Biology 142; credit awarded for only one course. Three lecture hours weekly.

Environmental policy and subsequent regulation is one way of managing the relationships between human activities and their effects on natural ecosystems. This course is a study of federal, state, and local environmental legislation and its history. The course chronicles America's awakening to environmental issues and the ways in which decisions affecting the environment occur. The content of this course is vital for environmental policymakers, scientists, and advocates. (CSU/UC)

**GEOL 145: Ethics in Science**

3.0 Units. No prerequisite. Can be taken as Geology 145 or Biology 145; credit 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 and 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 as Geology 242 or Biology 242; credit 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 two-week field course through 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 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: Independent Study**

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

**GEOL 250: Scientific Research and Reporting**

1.0 Unit. No prerequisite. Advisories: Biology 110 and Geology 120. Can be taken as Geology 250 or Biology 250; credit 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

The field of health education promotes physical health and wellness, exploring important issues such as weight control, nutrition, and stress management. Coursework in this field can lead to certification as a personal fitness trainer, or can prepare students for other careers as wellness and fitness professionals.

**Career Options**

Activity Specialist, Adaptive Physical Education Specialist, Athletic Club Manager, Athletic Manager, Athletic Trainer, Camp Director, Coach, Corrective Therapist, Emergency Medical Technician, Fire Fighter, Health Club Staff Member, Massage Therapist, Personal Fitness Trainer, Physical Therapist, Public Health Educator, Recreation Leader/Director, Recreation Therapist, Teacher/Instructor

**Faculty**

Cheryl Rogow, Kathleen Smyth

Department Phone: (415) 485-9580

**Personal Fitness Trainer Skills Certificate**

The Personal Fitness Trainer Skills Certificate constitutes a skill and knowledge set that enables students to either begin as an entry-level Personal Fitness Trainer (PFT) or advance in their already existing PFT careers.

**Advised for the Certificate:**

HED/PE 116 - Career Opportunities in Wellness and Fitness (3 units)

REQUIREMENTS		UNITS
<b>Core 1</b> (choice of one of the following)		
PE/BIOL 107	Human Biology	3
HED/PE 143	Introduction to Sports Medicine	3
<b>Core 2</b> (choice of one of the following)		
HED/PE 119	Effective Teaching Strategies in Wellness and Fitness	3
PE 120	Introduction to Sport and Exercise Psychology	

		(also offered as PSY 130)	3
<b>Core 3</b> (choice of one of the following)			
PE	121	Personal Trainer Certification Course	3.5
PE	122	Exercise for Adults with Special Needs - Instructor Certification	3
<b>Core 4</b> (choice of one of the following)			
BIOL	100	Nutrition	3
HED	115	Weight Control, Exercise and Nutrition	3
<b>Core 5</b>			
FIRE	215	Advanced First Aid/First Responder or equivalent proof of current AED/CPR/First Aid Certifications	2
<b>Electives</b>			
BUS	135	Managing Change and Innovation	1.5
And			
		One Physical Activity course	1
Or			
		Any 2 Physical Activity courses (must be two different courses)	2
<b>TOTAL UNITS</b>			<b>16 TO 16.5</b>

## HEALTH EDUCATION COURSES (HED)

### HED 039: Selected Topics (Nondegree Applicable)

0.5-6 Units.

### HED 112: Drugs and Society

3.0 Units. No prerequisite. Three lecture hours weekly.

This course covers the historical, sociological, physiological, pharmacological, and legal aspects of drugs, and emphasizes the effects of tobacco, alcohol, narcotics, restricted drugs, and other substances. Nutrition, genetics, environment, and poly-drug factors concerning drug actions are discussed. The various education, prevention, treatment, and rehabilitation approaches to the problem of drug abuse are covered. (CSU) CSU Area E

### HED 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. Can be taken as Health Education 116 or Physical Education 116; credit awarded for only one course. Three lecture hours weekly.

This course surveys various career opportunities in the field of wellness and fitness. Students learn about the different academic pathways and certifications necessary to become a qualified professional in this field. Emphasizes formulating a realistic career goal in wellness and fitness. Current wellness and fitness professionals are interactive guest speakers to aid students in their goal process. (CSU)

### HED 118: Sports Nutrition for Health and Performance

3.0 Units. No prerequisite. Can be taken as Health Education 118 or Physical Education 118; credit 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 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)

### 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 as Health Education 119 or Physical Education 119; credit awarded for only one course. Three lecture hours weekly.

This course is designed to help students become more effective wellness and fitness professionals. Students develop a toolbox of practical teaching, learning and evaluation methods to increase their ability to convey their knowledge to others in this field and more successfully impact their future clients, students, or athletes. 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 course includes, but is 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, and 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 Units. (CSU w/limit)

### HED 140: Stress Management and Health

3.0 Units. No prerequisite. Three lecture hours weekly.

This course examines the theoretical framework of stress and stress-management techniques. Areas of study include defining stress, understanding psychological theories of stress, causes of stress, and health consequences of stress. Students examine and analyze strategies to manage and cope with stress, such as time management, relaxation techniques, communication skills, diet, and exercise. (CSU/UC)

### HED 143: Introduction to Sports Medicine

3.0 Units. No prerequisite. Corequisite: Physical Education 107 or Biology 107. May be taken as Health Education 143 or Physical Education 143; credit awarded for only one course. Three lecture hours weekly.

This course introduces methods of prevention, recognition, evaluation, rehabilitation, reconditioning, taping, and immediate care of athletic injuries to the upper and lower extremities. The course can benefit coaches from all sports, students interested in the athletic training profession, and the physically active individual. Anatomy, mechanism-of-injury, and pathology are stressed. (CSU/UC)

**HED 216A: American Red Cross Lifeguard Training**

1.5 Units. Prerequisite: Students must be able to perform the following pretest: [1] Tread water continuously in the diving pool for two minutes using legs only; [2] Swim 500 yards continuously with no time limit using the following strokes: crawl stroke, breast stroke, side stroke for at least 100 yards each; [3] Submerge to a minimum depth of seven feet and retrieve a ten-pound object and return to the surface with the object at no time limit. Can be taken as Health Education 216A or Physical Education 216A; credit awarded 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: Independent Study**

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

## 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 Bellisimo, Henry D. Fearnley, Walter B. Turner  
Department Phone: (415) 485-9630

**Transfer**

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

## HISTORY COURSES (HIST)

**HIST 039: Selected Topics (Nondegree Applicable)**

0.5-6 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

**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. Can be taken as Economics 125, Ethnic Studies 125, History 125, Political Science 125, or Social Science 125; credit awarded for only one course. 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)

**HIST 139: Selected Topics**

0.5-6 Units. (CSU w/limit)

**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 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; analyzes women's relationship to economic, political, and social processes; explores cultural models of womanhood; and examines how women define themselves and how they have enacted change. 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/UC) AA/AS Areas B, F, or G; CSU Areas D-4, D-6, and D-8; IGETC Area 4

**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 pre-Columbian societies, this course examines how the social, cultural, and political changes under Spanish colonization led to the independence movement and a search for national identity. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

**HIST 238: History of Africa**

3.0 Units. No prerequisite. Three lecture hours weekly.

A historical and political survey course of the African continent, from the early geographical and anthropological background to twenty-first-century African developments. The course provides a basis for understanding the history, cultural continuity, and political developments that have shaped the various peoples, countries, and regions of Africa. Key themes include unity with diversity, influences of geography and trade, Nile Valley cultures, Africa's contacts with Europe and Asia, influences of colonialism and independence, and the global realities of twenty-first century Africa. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

**HIST 249: Independent Study**

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

## 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

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](http://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.

**Note: Students are required to complete English 150 for the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.**

REQUIREMENTS			UNITS
<b>Nine units in humanities to be chosen from the following:</b>			
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
<b>In addition, 9 units to be chosen from the following:</b>			
(Please note: Students may not repeat courses chosen from the humanities courses listed above.)			
<b>Architectural History</b>			
ARCH	100	History of Architecture I	3
ARCH	101	History of Architecture II	3
ARCH	102	History of Architecture III	3
<b>Art History</b>			
ART	101	History of Ancient Art	3
ART	102	History of European Art	3
ART	103	History of Modern Art	3
ART	104	History of Asian Art	3
ART	105	History of Contemporary Art	3
ART	106	History of Women Artists	3
ART	107	History of American Art	3
ART	108	Arts of the Americas (also offered as ETST 108 or HUM 108)	3
<b>Dance History</b>			
DANC	108	Dance History: Dancing – The Pleasure, Power, and Art of Movement	3
<b>Film History and Criticism</b>			
HUM/COMM	109A	History of Film: Beginning to 1950	4
HUM/COMM	109B	History of Film: 1950 to Present	4
<b>History of Theatre</b>			
DRAM	110	Introduction to the Theatre	3
DRAM	112	Drama: Play, Performance Perception	3
DRAM	116	Survey of Dramatic Literature: Ancient Greek to the Present	3
DRAM	117	Survey of Dramatic Literature: Shakespeare and His Theatre	3
<b>Humanities</b>			
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	3
<b>Literature</b>			
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	221A	Survey of American Literature I	3
ENGL	221B	Survey of American Literature II	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	3
<b>Music History</b>			
MUS	101	Introduction to Classical Music	3
<b>Philosophy</b>			
PHIL	110	Introduction to Philosophy	3
PHIL	111	Introduction to Ethics	3
PHIL	117	History of Philosophy: Late Modern to Contemporary	3
<b>TOTAL UNITS</b>			<b>MINIMUM OF 18</b>

## HUMANITIES COURSES (HUM)

### HUM 039: Selected Topics (Nondegree Applicable)

0.5-6 Units.

### HUM 100A: Introduction to Humanities: Ancient Greece to the Medieval Period

3.0 Units. Prerequisite: English 98 or 98SL or English Placement Test or equivalent. 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: English 98 or 98SL or English Placement Test or equivalent. 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, CSU Area C-2, IGETC Area 3B

### HUM 108: Arts of the Americas

3.0 Units. No prerequisite. Can be taken as Humanities 108 or Art 108; credit 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 focuses on works from the culturally diverse peoples of the Bay Area. (CSU/UC) AA/AS Areas C & G, CSU Area C-1, IGETC Area 3A

### HUM 109A: History of Film: Beginning to 1950

4.0 Units. No prerequisite. Can be taken as Humanities 109A or Communications 109A; credit 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 as Humanities 109B or Communications 109B; credit 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: English 98 or 98SL or English Placement Test or equivalent. 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: English 98 or 98SL or English Placement Test or equivalent. Students may receive credit for Humanities 118 or 114, but not for both courses. Three lecture hours weekly.

An introduction to the major religious traditions of the world and the spiritual practices of preliterate or primal religions. The course focuses equally on East and West, principles and practice, history

and psychology. Examples of the art, music and literature of Hinduism, Buddhism, Islam, Chinese Religion, Judaism, Christianity and primal religions are presented to enhance the experience and understanding of the religions. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

### **HUM 125: Myth, Symbol, and the Arts**

*3.0 Units. Prerequisite: English 120 or 120SL or English Placement Test or equivalent. Three lecture hours weekly.*

This course examines myth and folklore from a variety of cultures in order to see the function and role of myth in culture, how mythic symbols work in literature and the arts, and how these symbols have a psychological and cultural relevance to people today. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

### **HUM 128: Art Field Trips**

*1-4 Units. No prerequisite. Can be taken as Humanities 128, Art 128, or Ethnic Studies 128; credit 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 set up background for an intensive field trip(s) that may include visits to museums, galleries, libraries, artists' studios, and to architectural and archeological sites where lecture, discussion, and personal exploration take place. May be used to bring students to a major media-specific conference. May be taken four times for credit. (CSU)

### **HUM 139: Selected Topics**

*0.5-6 Units. (CSU w/limit)*

### **HUM 242: Global Writings**

*3.0 Units. Prerequisite: English 120 or 120SL or equivalent. Can be taken as Humanities 242 or English 242; credit 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: Independent Study**

*1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.*

Students interested in registering for independent study should contact the discipline instructor to obtain an Application for Independent Study (instructor contract). The completed Application and an Add Card must then be submitted to the Office of Admissions and Records.

## **INDEPENDENT STUDY COURSES**

### **249ABC: Independent Study**

*1-3 Units. Limit to Enrollment: One course in the discipline and/or prerequisite(s) determined by the appropriate discipline. Prior arrangement with instructor is required. Three laboratory hours weekly per unit. Students are limited to 4 enrollments (maximum of 12 units) of independent study. Independent study courses may be taken more than once for credit provided the same topic is not repeated.*

## **ITALIAN**

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

### **Career Options**

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](http://www.assist.org). Please see a counselor for more information as curriculum requirements may vary among transfer universities.

## **INDEPENDENT STUDY**

Independent study courses are offered in most disciplines and are designed to give students an opportunity to participate in enriched academic experiences not covered within the scope of available curriculum offerings. Students plan and execute a project under an instructor's direction.



## ITALIAN COURSES (ITAL)

### ITAL 039: Selected Topics (Nondegree Applicable)

0.5-6 Units.

### ITAL 101: Elementary Italian I

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

For beginners and those who have had only one year of high school Italian. A beginning course offering 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 and 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 is offered in English translation. Subjects of study change, but may include such topics as "The Divine Comedy" by Dante Alighieri, and the Middle Ages; "The Prince", by Niccolo Machiavelli, and the High Renaissance; The Literature of the Italian Resistance 1945-60; The Literature of Italian Feminism; and the Literary Theater of Nobel Prize winner Dario Fo. Check current schedules for particular topic offered. Italian 108 may be taken more than once for credit provided the same topic is not repeated. (CSU/UC) AA/AS Area C (three units)

### ITAL 110: Conversational Italian I

4.0 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 Units. (CSU w/limit)

### ITAL 203: Intermediate Italian III

5.0 Units. Prerequisite: Italian 102. Four lecture and three laboratory hours weekly.

In-depth study of Italian with grammar review, composition, and introduction to literature. The language laboratory offers the use of audiovisual materials for improved fluency and accuracy in pronunciation as well as the presentation of cultural and literary topics. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

### ITAL 204: Intermediate Italian IV

4.0 Units. 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 and 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 and 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 and 6: UC Language other than English

### ITAL 228: Italian Conversation and Culture Through Film

1.0 Unit. Prerequisite: Italian 102. Three lecture hours weekly.

This course introduces students to Italian cinema, culture, and language. Focus is on acquiring and improving conversational ability and cultural comprehension through the study of film. Students practice speaking and writing Italian extensively and build practical vocabulary, emphasizing comprehension and oral/written expression. The course examines a variety of political, historical, and

social themes in Italian society throughout the modern period, and highlights multiple ways in which these themes shape the image of modern Italy. (CSU/UC) AA/AS Area C

### ITAL 249: Independent Study

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

## 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](http://www.assist.org). Please see a counselor for more information as curriculum requirements may vary among transfer universities.

## JAPANESE COURSES (JPNS)

### JPNS 039: Selected Topics (Nondegree Applicable)

0.5-6 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. 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.

Students further develop their ability to speak, read, and write Japanese in this class. They increase their knowledge of Japanese culture and society, improve communication skills, and learn 100 Kanji characters. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 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 course offers intensive study of practical Japanese conversation via presentation of selected films of certain Japanese directors, such as Akira Kurosawa, Kon Ichikawa, or Masaki Shuo. Students read selections from the original novels or film scripts. May be taken more than once for credit provided the same topic is not repeated. (CSU) AA/AS Area C (three units)

### JPNS 110: Conversational Japanese

4.0 Units. 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.

Continued use of modern colloquial Japanese in conversation and the study of elementary grammar. Designed for students who want to learn the spoken language at a faster pace, with a minimum of formal grammar. Use of audio materials improves accuracy and fluency in pronunciation. (CSU)

**JPNS 139: Selected Topics**

0.5-6 Units. (CSU w/limit)

**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, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

**JPNS 204: Intermediate Japanese IV**

4.0 Units. Prerequisite: Japanese 203. Four lecture hours weekly.

Continuation of the study and practice of speaking, understanding, reading, and writing Japanese. Completion of in-depth review of grammar, as well as readings in the literature, history, and culture of the Japanese people. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

**JPNS 249: Independent Study**

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

## 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](http://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 Units.

**JOUN 110: Introduction to Mass Communication and Media Literacy**

3.0 Units. No prerequisite. Advisory: Economics 125 or Ethnic Studies 125 or History 125 or Political Science 125 or Social Science 125. May be taken as Journalism 110 or Communications 110; credit awarded for only one course. 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 examine the forms, 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 4G

**JOUN 115: Reporting and Writing for Mainstream Media**

3.0 Units. No prerequisite. Advisory: English 120 or 120SL. Three lecture hours weekly.

This lecture/discussion course introduces students to writing for the modern media including newspapers, Internet, television, radio, magazines, public relations, advertising, and photojournalism. Major topics include "the newsroom," the ingredients of a news story, qualities of good writing and ethics, interviewing, gathering information, feature writing, press releases, obituaries, press conferences, "beats," and the legal ramifications of reporting. Skills in reporting and writing a news story are developed through writing for the student newspaper or other publications. The course provides students with an opportunity to develop professional newswriting and reporting skills and knowledge vital for 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 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 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 139: Selected Topics

0.5-6 Units. (CSU w/limit)

### JOUN 160: Images of Race, Gender, and Class in the Media

3.0 Units. No prerequisite. Can be taken as Journalism 160 or Communications 160; credit awarded for only one course. Three lecture hours weekly.

This course addresses a variety of entertainment and news content in print and electronic media. In studying the social construction of race and gender, we consider and investigate all sides of issues. The course examines contemporary media texts within their historical context. Students learn methods of media analysis and apply them to the study of various media texts. Additionally, we explore the connections among media representations of race and gender and other social constructions, including class, ethnicity, sexual orientation, age, and disability. In covering race, the course addresses the experiences of African-Americans, Native Americans, Asian-Americans, Arab-Americans, and Latinos in the United States. With regard to gender, the course addresses 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 4C and 4D

### JOUN 249: Independent Study

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

## 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 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 Units. (CSU w/limit)

### LIBR 249: Independent Study

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

## 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.

REQUIREMENTS			UNITS
<b>First Semester</b>			
MACH	130	Welding I	2
MACH	140	Intermediate Machine Tool Processes	4
MACH	145	Computer Numerical Control Machining/Mill	3
MACH	165	Blueprint Reading for the Machine Trades	2
<b>Second Semester</b>			
CIS	101	Introduction to Personal Computers and Operating Systems	1.5
ELEC	100	Fundamentals of Electronics	2
MACH	97	Machine Trades Math	2
MACH	155	Computer Numerical Control Machining/Lathe	3
MACH	240	Advanced Machine Tool Processes	4
<b>Third Semester</b>			
ENGG	256	Practical Materials Science	3
MACH	131	Welding II	2
MACH	250	Applications of Machine Tool Technology	2
WE	298B	Occupational Work Experience B	2
<b>TOTAL UNITS</b>			<b>32.5</b>

### MACHINE AND METALS TECHNOLOGY COURSES (MACH)

#### MACH 039: Selected Topics (Nondegree Applicable)

0.5-6 Units.

#### 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 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 upon the fundamentals established in Machine and Metals Technology 120. Emphasizes the development of advanced machining techniques utilizing lathes, milling machines, grinders, and drilling machines. Perfecting manipulative skill, competency, and machine tool theory is stressed. May be taken three times for credit. (CSU)

#### MACH 130: 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 Units. (CSU w/limit)

#### 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 Trades**

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 symbolology 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: Independent Study**

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

**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, 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](http://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.

**Note: Students are required to complete English 150 for the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.**

REQUIREMENTS			UNITS
Freshman Year			
One course from the following:			
MATH	116	Linear Algebra	3
MATH	115	Probability and Statistics	4
MATH/COMP	117	Discrete Mathematics	3
COMP	130	Introduction to Computer Programming Using C++	4
COMP	140	Fundamentals of Programming in FORTRAN	4
And:			
MATH	123	Analytic Geometry and Calculus I	5
MATH	124	Analytic Geometry and Calculus II	5
Sophomore Year			
MATH	223	Analytic Geometry, Vector Analysis, and Calculus III	5
MATH	224	Elementary Differential Equations	4
TOTAL UNITS			22 to 23

**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).

All mathematics courses may be taken for a letter grade or pass-no pass. In general, courses required for a transfer student's four-year major should be taken on a letter grade basis.

**BASIC SKILLS MATH COURSES - NONTRANSFERABLE****MATH 025: Coping with Math Anxiety**

0.5 Unit. 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 Units.

**MATH 085: Arithmetic Skills**

2.0 Units. No prerequisite. Advisory: Counseling 125. Three lecture hours weekly.

This course covers the fundamentals of arithmetic with emphasis on computational skills. Topics include addition, subtraction, multiplication, and division of whole numbers, problem solving, applications, and an introduction to decimals.

**MATH 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. Prerequisite: Math 85 or sufficient score on Math Assessment Test. Three lecture hours weekly.

This course covers addition, subtraction, multiplication, and division of whole numbers, fractions, mixed numerals, and decimals; square roots, percents, and applications of arithmetic to include ratio and proportion; some pre-algebra topics; and measurement to include area and volume. This course or its equivalents satisfy the prerequisite for Math 101. The course is offered in two additional modes: in a self-paced mode in the Math Lab (Math 95XY), and in a two-semester lecture/discussion mode (Math 95AB). Can also be offered in a distance learning format.

**MATH 095A: Basic Mathematics**

1.0 Unit. Prerequisite: Math 85. Three lecture hours weekly.

Taken with Math 95B, this course is equivalent to Math 95. It is designed for students wishing to take more time developing basic mathematics skills. Topics include addition, subtraction, multiplication, division, square roots, prime numbers, greatest common divisors, and least common multiples; the arithmetic of whole numbers, fractions, mixed numerals, and decimals will be used in applied problems. Ratio and proportions to include applications.

**MATH 095B: Intermediate Mathematics**

1.0 Unit. Prerequisite: Math 95A or 95X. Three lecture hours weekly.

Taken with Math 95A, this course is equivalent to Math 95. It is designed for students wishing to take more time developing intermediate mathematics skills. Topics include percent; elementary statistics to include averages and graphs; measurement to include length, area and volume; pre-algebra; and applications.

**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 095X: Basic Math Skills**

1.0 Unit. Prerequisite: Math 85. Approximately four hours weekly in the Math Lab for eight weeks or until the course is completed.

Taken with Math 95Y, this course is equivalent to Math 95. It is designed for students who wish to develop basic mathematics skills in a self-paced environment. Topics include addition, subtraction, multiplication, division, square roots, prime numbers, greatest common divisors, least common multiples, and arithmetic of whole numbers. Fractions and decimals are used in applied problems. Ratio and proportion to include applications.

**MATH 095Y: Intermediate Math Skills**

1.0 Unit. Prerequisite: Math 95A or Math 95X. Approximately four hours weekly in the Math Lab for eight weeks or until the course is completed.

Taken with Math 95X, this course is equivalent to Math 95. It is designed for students wishing to develop intermediate mathematics skills in a self-paced environment. Topics include percent; elementary statistics to include averages and graphs; measurement to include length, area and volume; pre-algebra, and applications.

**COLLEGE LEVEL MATH COURSES - NONTRANSFERABLE****MATH 101: Elementary Algebra**

3.0 Units. Prerequisite: Math 95 or 95B or 95Y or sufficient score on Math Assessment Test. Five lecture hours weekly.

A one-semester introduction to elementary algebra. Topics will include linear equations, inequalities, systems with applications, polynomials, rational expressions, exponents, roots, radicals, and quadratic equations. This course or its equivalents satisfy the prerequisite for Math 103. The course is offered in two additional modes: in a self-paced mode in the Math Lab (Math 101XY), and in a two-semester lecture/discussion mode (Math 101AB). Can also be offered in a distance learning format.

**MATH 101A: Elementary Algebra I**

1.5 Units. Prerequisite: Math 95 or 95B or 95Y or sufficient score on Math Assessment Test. Five lecture hours weekly.

An introduction to elementary algebra. Taken with Math 101B, this course is equivalent to Math 101. It is designed for students wishing to take more time learning elementary algebra. Topics include linear equations and inequalities, slope of lines, linear graphs, and systems of equations.

**MATH 101B: Elementary Algebra II**

1.5 Units. Prerequisite: Math 101A or 101X. Five lecture hours weekly.

A continuation of elementary algebra. Taken with Math 101A, this course is equivalent to Math 101. It is designed for students wishing to take more time learning elementary algebra. Topics include polynomials, rational expressions, exponents, roots, radicals, and quadratic equations.

**MATH 101X: Elementary Algebra**

1.5 Units. Prerequisite: Math 95 or 95B or 95X or satisfactory score on Math Assessment Test. May be enrolled concurrently with Math 101Y. An average of six hours weekly in the Math Lab for eight weeks or until the course is completed.

For students wishing to learn elementary algebra in a self-paced environment. Taken with Math 101Y, this course is equivalent to Math 101. Topics include algebraic notation, properties of integers and rational numbers, operations on integers and rational numbers, solving equations and systems, operations with polynomials, operations with fractional expressions, applied problems, and formulas.

**MATH 101Y: Elementary Algebra**

1.5 Units. Prerequisite: Math 101A or 101X or concurrent enrollment. An average of six hours weekly in the Math Lab for eight weeks or until the course is completed.

For students wishing to learn elementary algebra in a self-paced environment. Taken with Math 101X, this course is equivalent to Math 101. Topics include solving equations containing fractional expressions, systems of equations and graphs, inequalities, operations with radicals, quadratic equations, and applied problems.

**MATH 102G: Geometry**

3.0 Units. Prerequisite: Math 101 or 101AB or 101XY or satisfactory score on Math Assessment Test. 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 101AB or 101XY or satisfactory score on Math Assessment Test. Five lecture hours weekly.

This one-semester course extends many of the concepts introduced in elementary algebra. The real number properties, polynomials, rational expressions, first degree equations, inequalities and applications, exponents, radicals, quadratic equations, and complex numbers are treated in greater detail. In addition, functions and their graphs, systems of equations and inequalities, matrices, linear programming, and exponential and logarithmic functions are covered. This course or its equivalents satisfy the prerequisite for Math 104, 105, 109, 110, 114, 115, and 121. The course is offered in two additional modes: in a self-paced mode in the Math Lab (Math 103XY), and in a two-semester lecture/discussion mode (Math 103AB). Can also be offered in a distance learning format. AA/AS Math Proficiency; AA/AS Area E

**MATH 103A: Intermediate Algebra**

2.5 Units. Prerequisite: Math 101 or 101AB or 101XY or satisfactory score on Math Assessment Test. Five lecture hours weekly.

This course, taken with Math 103B, is equivalent to Math 103. It is designed for students wishing to take more time learning intermediate algebra. Topics include real number properties, polynomials, rational expressions, first degree equations, inequalities and applications, systems of linear equations with matrix elimination methods, linear programming, functions, and graphs. AA/AS Math Proficiency (combined with Math 103B); AA/AS Area E (combined with Math 103B)

**MATH 103B: Intermediate Algebra**

2.5 Units. Prerequisite: Math 103A or 103X. Five lecture hours weekly.

This course, taken with Math 103A, is equivalent to Math 103. It is designed for students wishing to take more time learning intermediate algebra. Topics include quadratic, radical, and quadratic form equations; relation, functions, inverses and their graphs; graphs and equations of lines, parabolas, and circles; systems of equations and inequalities; matrices and linear programming; exponential and logarithmic functions; applications. AA/AS Math Proficiency (combined with Math 103A); AA/AS Area E (combined with Math 103A)

**MATH 103X: Intermediate Algebra**

2.0 Units. Prerequisite: Math 101 or 101AB or 101XY or satisfactory score on Math Assessment Test. May be enrolled concurrently with Math 103Y. An average of six hours weekly in the Math Lab for eight weeks or until the course is completed.

This course, taken with Math 103Y, is equivalent to Math 103. It is designed for students wishing to learn intermediate algebra in a self-paced environment. Topics include properties of the real number system, linear equations, inequalities, polynomials, factoring, rational expressions, exponents, radicals, equations and applications, and complex numbers. AA/AS Math Proficiency (combined with Math 103Y); AA/AS Area E (combined with Math 103Y)

**MATH 103Y: Intermediate Algebra**

3.0 Units. Prerequisite: Math 103A or 103X or concurrent enrollment. An average of six hours weekly in the Math Lab for eight weeks or until the course is completed.

This course, taken with Math 103X, is equivalent to Math 103. It is designed for students wishing to learn intermediate algebra in a self-paced environment. Topics include 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 Math Proficiency (combined with Math 103X); AA/AS Area E (combined with Math 103X)

---

**COLLEGE LEVEL MATH COURSES – TRANSFERABLE**

---

**MATH 104: Plane Trigonometry**

3.0 Units. Prerequisite: Math 103 or 103AB 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 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 (combined with Math 104X), CSU Area B-4 (combined with Math 104X)



**MATH 105: College Algebra**

4.0 Units. Prerequisite: Math 103 or 103AB or 103XY or satisfactory score on Math Assessment Test. 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: 103 or 103AB or 103XY or satisfactory score on Math Assessment Test. Five lecture hours weekly.

An intensive, combined course in pre-calculus, algebra, and trigonometry, intended to prepare students for calculus. Topics include polynomial, rational, exponential, logarithmic and trigonometric functions; the binomial theorem; arithmetic and geometric sequences and series; mathematical induction; trigonometric identities; polar coordinates; conic sections; vectors; and applications of right angle trigonometry. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

**MATH 110: Introduction to Mathematical Reasoning**

3.0 Units. Prerequisite: Math 103 or 103AB or 103XY or satisfactory score on the Math Assessment Test. 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 103AB 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 103AB 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, correla-

tion, 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. Can be taken as Math 117 or Computer Science 117; credit awarded for only one course. Three lecture hours weekly.

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

**MATH 121: Calculus I with Applications**

3.0 Units. Prerequisite: Math 103 or 103AB 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 Math Assessment 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 Math Assessment 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 trigonomet-

ric, 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 Units. (CSU w/limit)

### MATH 190: Mathematics for Teachers

3.0 Units. Prerequisite: Math 103 or 103AB or 103XY or satisfactory score on Math Assessment Test. Three lecture hours weekly.

This course is appropriate for students considering teaching K-12 mathematics or anyone wishing to benefit from a deeper understanding of foundational topics in mathematics and explore methods of delivery. Topics include number sense (numeral systems, history, place value, number sets), arithmetic, geometry, and foundations of algebra. In addition to exploring content depth, students have opportunities to explore content delivery in an English as a Second Language environment, applying course content to developing lesson plans. (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.

### 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: Independent Study

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

## MEDICAL ASSISTING

This program provides the opportunity for the development of basic entry-level skills necessary for employment in a clinical/medical office environment. In a rapidly growing profession, medical assistants work directly with physicians and other health care personnel as team members in providing patient services. Medical assistants perform a variety of clinical, laboratory, and administrative functions in physicians' offices, medical clinics, laboratories, and specific hospital departments.

The program is offered only at the Indian Valley Campus. Students may elect to complete an Associate in Science degree, or a Certificate of Achievement: Administrative and Clinical, Administrative, or Clinical. Students may elect to complete a Skills Certificate for Medical Terminology Skills, 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

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

(Certificate 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.

**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		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	.5
MEDA	135	Clinical Procedures I	2
MEDA	135L	Clinical Procedures I Laboratory	1.5
MEDA	136	Medical Laboratory Procedures	2.5
MEDA	136L	Medical Laboratory Procedures Laboratory	1
MEDA	145	Understanding Human Diseases	2
MEDA	150	Pharmacology for Medical Assistants	1.5
MEDA	210L***	Clinical Externship	2.5

**In addition, select 3 units from the following:**

BOS	44+	Skill Building for Keyboarders	1
CIS	110	Introduction to Computer Information Systems	3
CIS	101	Introduction to Personal Computers and Operating Systems	1.5
CIS	117	Introduction to Database Design and Programming	1.5
CIS	118	Introduction to Spreadsheets	1.5
CIS	126	Introduction to Windows	1.5

**TOTAL UNITS 31.5**

\* 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 Certificate of Achievement only.

### A.S. IN MEDICAL ASSISTING: ADMINISTRATIVE OPTION, OCCUPATIONAL

*(Certificate of Achievement also awarded.)*

The Associate in Science degree is awarded for completion of all requirements, as well as the completion of general education and graduation requirements. The Certificate of Achievement is awarded for completion of the program requirements as shown in the following list.

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.

**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	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	.5
MEDA	210L***	Clinical Externship	2.5

**In addition, select 3 units from the following:**

BOS	44+	Skill Building for Keyboarders	1
-----	-----	--------------------------------	---

CIS	110	Introduction to Computer Information Systems	3
CIS	101	Introduction to Personal Computers and Operating Systems	1.5
CIS	117	Introduction to Database Design and Programming	1.5
CIS	118	Introduction to Spreadsheets	1.5
CIS	126	Introduction to Windows	1.5

**TOTAL UNITS 21**

\* 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

*(Certificate of Achievement also awarded.)*

The Associate in Science degree is awarded for completion of all requirements, as well as the completion of general education and graduation requirements. The Certificate of Achievement is awarded for completion of the program requirements as shown in 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.

**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	1.5
MEDA	136	Medical Laboratory Procedures	2.5
MEDA	136L	Medical Laboratory Procedures Laboratory	1
MEDA	145	Understanding Human Diseases	2
MEDA	150	Pharmacology for Medical Assistants	1.5
MEDA	210L***	Clinical Externship	2.5

**In addition, select 3 units from the following:**

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	1.5
CIS	117	Introduction to Database Design and Programming	1.5
CIS	118	Introduction to Spreadsheets	1.5
CIS	126	Introduction to Windows	1.5
MEDA	126	Medical Office Computers - MediSoft	2
MEDA	126L	Medical Office Computers - MediSoft Laboratory	.5

**TOTAL UNITS 22**

\* 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	.5

### 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 Units.

### MEDA 100: Introduction to Health Careers

2.0 Units. No prerequisite. Can be taken as Dental Assisting 100, Medical Assisting 100, or Nursing Education 100; credit 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 learn about qualifications and professional preparation needed for various careers, and analyze the roles and responsibilities in today's health care environment. The course is designed to help students develop realistic career goals, and to give an appreciation of how the current health care delivery system is influencing individual health professional roles and responsibilities. (CSU)

### MEDA 110: Administrative Medical Office Procedures

2.0 Units. No prerequisite. Corequisite: Medical Assisting 110L. Two lecture hours weekly.

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, and patient records. (CSU)

### MEDA 110L: Administrative Medical Office Procedures Laboratory

1.0 Unit. No prerequisite. Corequisite: Medical Assisting 110. Three laboratory hours weekly.

Student apply theoretical concepts to practice administrative skills commonly performed in the medical office, such as telephone techniques, appointment scheduling, and office reception. (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 fundamentals of medical word analysis and word construction, emphasizing spelling anatomical, pathological, surgical and diagnostic terminology. Material is presented in a systems approach, with units on anatomical directional terms, integumentary, respiratory, cardiovascular, digestive, nervous, and musculoskeletal systems. Systems studied are different than 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 fundamentals of medical word analysis and word construction, emphasizing spelling anatomical, pathological, surgical and diagnostic terminology. Material is presented in a systems approach, with units on 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.

Students develop skills in managing patient financial accounts in a medical office. Practice in 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 focuses 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 applies theory learned in Medical Assisting 126, and provides students with practical exercises 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 introduces students to 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 provides hands-on computer experience with the Medical Manager software program. The student applies 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 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. Emphasizes 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 clinical medical assisting performance and skills techniques and procedures common to primary care in a family practice medical office: vital signs and anthropometric measurements, assisting with minor office surgery, promoting tissue healing through selected physical therapy procedures, 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. Students also position the patient for selected specialty exams. Students must 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 course introduces selected and common screening laboratory and clinical procedures performed in medical offices. Topics for examination include EKGs, the microscope, hematology, urinalysis, specimen collections, and fundamental facts regarding radiology

and diagnostic tests. Asepsis and universal precautions are stressed. (CSU)

### **MEDA 136L: Medical Laboratory Procedures Laboratory**

*1.0 Unit. No prerequisite. Corequisite: Medical Assisting 136. Three laboratory hours weekly.*

Students learn to perform basic laboratory skills and diagnostic tests in the medical office laboratory and clinical laboratories. Asepsis and universal precautions are stressed. (CSU)

### **MEDA 139: Selected Topics**

*0.5-6 Units. (CSU w/limit)*

### **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 surveys human diseases across the lifespan, emphasizing 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. Advisory: Concurrent enrollment in Medical Assisting 145. One and one-half lecture hours weekly.*

This course introduces common drugs and medications, specific mathematical computations, drug indications and contraindications, anaphylactic and other allergic 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: Independent Study

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

## MULTIMEDIA STUDIES

This program is designed to provide a link between content, technology and creative vision for emerging digital artists. Each course provides hands-on experience for professional advancement, career related training, and transfer preparation for university degrees. Each course develops the creative process through project-based learning that prepares students to be resourceful and independent, and to succeed in the wide range of multimedia careers.

### Career Options

Animator, Application Designer, Art Director, CGI Effects Artist, Game Level Designer, Graphic or Production Artist, Illustrator, Interface Designer, Project Manager, Video Editor, Video Producer, Visual Designer, Web Designer, Web Developer

### Faculty

James Gonzalez, Derek Wilson

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

### A.S. IN MULTIMEDIA STUDIES

(Certificate of Achievement also awarded. Skills Certificates in Multimedia Foundation, Multimedia 3-D, Print Design, Video Production, and Web Authoring available.)

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

A **Skills Certificate** is earned by satisfactory completion of the required courses as outlined for the specific Skills Certificate.

A **Certificate of Achievement** is awarded for completion of the core program plus course requirements for each intended specialty.

An **Associate in Science (A.S.)** degree is awarded for completion of all requirements in the core program and chosen specialty as well as completion of general education and graduation requirements.

### Repetition Policy

Students may petition to repeat MMST courses if two years have lapsed since they last attended said course. College of Marin petition

procedures are located in the Admissions and Records section of the catalog.

**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 Requirements

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

REQUIREMENTS			UNITS
MMST	101	Orientation to Multimedia	.5
MMST	110	Introduction to Multimedia	3
MMST	111	Multimedia Production	3
MMST/ART	200	Portfolio Development	3
MMST	213	Multimedia Internship	3
<b>TOTAL CORE UNITS</b>			<b>12.5</b>

### 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
MMST	131A	Web Design I	3
MMST	131B	Web Design II	3
MMST	131C	Web Design III	3
MMST	134A	Interactive Media Design I	3
MMST	134B	Interactive Media Design II	3
<b>TOTAL SPECIALTY UNITS</b>			<b>15</b>

#### Design Specialty

Provides an overview of training and experience required for a career in design. The Design Specialty includes the growing number of formats affected by design--interactive, print, web, and mobile devices. Traditional elements of graphic design are also covered.

REQUIREMENTS			UNITS
MMST	112	Fundamentals of Multimedia Design	3
MMST	122	Design II: Graphics and Typography	3
MMST	150	Photoshop I: Intermediate Techniques	3
MMST	151	Animation I: Illustration and Cartoons	3
MMST	183	Design III: Page Layout	3
<b>TOTAL SPECIALTY UNITS</b>			<b>15</b>

#### Entertainment Specialty

Provides training and experience for the entertainment-related segments of multimedia. The Entertainment Specialty provides an overview of skills required for games, movies, popular media, and interactive devices.

REQUIREMENTS			UNITS
MMST	114	Introduction to Game Design	3
MMST	124	Beginning Modeling, Texturing, and Animation in 3DS Max	3
MMST	146	Video and Sound I: Editing	3
MMST	163	3D Character Animation: Complex Lighting and Materials	3
MMST	166	Video Effects I: Transitions and Titles	3
<b>TOTAL SPECIALTY UNITS</b>			<b>15</b>

### 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.

### Multimedia Studies Skills Certificates

Each Multimedia Studies Skills Certificate student must complete the required courses as outlined for the specific certificate(s):

REQUIREMENTS				UNITS
<b>Multimedia 3-D Skills Certificate</b>				
MMST	124	Beginning Modeling, Texturing, and Animation in 3DS Max	3	
MMST	163	3D Character Animation: Complex Lighting and Materials	3	
MMST	173	Intermediate 3D Modeling and Animation (Level II)	3	
<b>Multimedia Foundation Skills Certificate</b>				
MMST	110	Introduction to Multimedia	3	
MMST	111	Multimedia Production	3	
MMST	112	Design I: Fundamentals	3	
<b>Multimedia Print Design Skills Certificate</b>				
MMST	150	Photoshop I: Intermediate Techniques	3	
MMST	160	Photoshop II: Calibration and Printing	3	
MMST	183	Design III: Page Layout	3	
MMST	193	Print and Packaging Design	3	
<b>Multimedia Video Production Skills Certificate</b>				
MMST	146	Video and Sound I: Editing	3	
MMST	166	Video Effects I: Transitions and Titles	3	
MMST/ART	200	Portfolio Development	3	
<b>Multimedia Web Authoring Skills Certificate</b>				
MMST	131A	Web Design I	3	
MMST	131B	Web Design II	3	
MMST	131C	Web Design III	3	

## MULTIMEDIA STUDIES COURSES (MMST)

### MMST 039: Selected Topics (Nondegree Applicable)

0.5-6 Units.

### 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 covers the tools and techniques needed to become literate in this new digital media universe. Armed with the knowledge and skills learned in the course, students will be able to safely and effectively find and consume the tremendous amount of digital media now available in many formats and delivery platforms. 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 provides an overview of the burgeoning field of multimedia. Through lecture and demonstration, students learn about basic multimedia production as well as topics that include design, development, and marketing. Students 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 are introduced to team development and production schedules as they learn the basic tools and methods for developing graphics, sound, video, and authored environments that simulate real-life projects and deadlines. May also be offered in a distance learning format. (CSU)

### MMST 112: Fundamentals of Multimedia Design

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

This course provides fundamental knowledge of design as it applies to multimedia. General topics include composition, color, identity, packaging, illustration, imaging, and web design. Assignments involve the creation of original work using current digital software tools. Design skills are developed through projects, research, and critiques. May also be offered in a distance learning format. (CSU)

### MMST 114: Introduction to Game Design

3.0 Units. No prerequisite. Three lecture hours per week.

This course introduces the basics of game design and theory using analysis, research, critiques, and group based projects. Students learn about the game industry and what is expected to develop an interactive/video game through assignments that simulate employment by a game developer. (CSU)

### MMST 122: Design II: Graphics and Typography

3.0 Units. No prerequisite. Advisory: Multimedia Studies 112. Two lecture and three laboratory hours weekly.

This course provides typography and graphic design knowledge through hands-on projects for visual design. Topics include typography, color methods, design theory, and production techniques. Assignments involve the creation of original work using current digital software tools. Design skills are developed through projects, research, and critiques. (CSU)

### MMST 124: Beginning Modeling, Texturing, and Animation in 3DS Max

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

This foundation class provides working knowledge, resources, and learning techniques for 3D software. The content presupposes no prior experience in 3D. The class covers beginning 3D modeling and texturing to create models appropriate for real-time and pre-rendered contexts. It covers animating non-character assets using the broad toolset available to 3D animators, and character animation using simple deformations. Students will develop self-evaluation techniques to expand the skills necessary to produce photo-real or fantasy models. (CSU)



**MMST 125: Intermediate Modeling and Texturing in 3DS Max**

3.0 Units. Prerequisite: Multimedia Studies 124. Two lecture and three laboratory hours weekly.

This course emphasizes modeling/texturing usable assets for real-time and pre-rendered contexts. Animating non-character assets, using the broad toolset available to 3D animators, and/or character animation using simple deformations. Modeling and texturing techniques will be reviewed and refined to build self-evaluation skills and to produce usable photo real or fantasy models. Likewise, keyframe and procedural animation techniques will be reviewed and refined, with focus on control using available tools. (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 introduces the tools and practices of modern Web site development. Students develop production skills through researching, designing, developing, testing, and maintaining a small, media-rich Web site. May also be offered in a distance learning format. (CSU)

**MMST 131A: Web Design I**

3.0 Units. No prerequisite. Advisory: Multimedia Studies 101. Two lecture and three laboratory hours weekly.

This course introduces the tools and practices of modern Web site design and development. Students learn methods for designing and creating attractive and effective Web pages. Production skills are developed through the research, design, development and testing of a small Web site. 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 in the tools and practices of modern Web site design and development. Students learn methods for designing and creating Web sites that are attractive, functional, and easy to use. Production skills are developed through the research, design, development and testing of working Web sites. 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 learn methods for designing and creating Web sites that are attractive, functional, and easy to use. Production skills are developed through the research, design, development and testing of working Web sites. 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 provides 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 are designed and

developed using current professional-level tools. Design skills are 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.

Successful Web sites attract and maintain a regular flow of visitors by successfully promoting themselves through the major search engines and directories. This course covers how to promote Web sites using the rapidly changing world of search engines and directories. Students learn how popular search systems and directories work so they can use them to better promote and market sites of any size, complexity, or purpose. This class covers both how to set up cost-effective and successful paid search engine marketing campaigns, and how to design attractive sites that place well in 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 introduces the tools and practices of modern interactive media design and development. Design and production skills are developed through the research, design, development, and debugging of interactive media for the Web and other digital media products. 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 are 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 Units. (CSU w/limit)

**MMST 146: Video and Sound I: Editing**

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

A conceptual and practical framework for artistic and production video techniques. The course provides experience in the various production techniques of video editing. Topics include organization, source material, audio, exporting, logging, and archiving. Skill and



knowledge are developed through hands-on exercises and projects. (CSU)

### **MMST 150: Photoshop I: Intermediate Techniques**

*3.0 Units. No prerequisite. Advisory: Multimedia Studies 112. Two lecture and three laboratory hours weekly.*

This course provides intermediate knowledge of creative techniques for imaging and artwork. Design skills are developed through exercises and projects using hands-on exercises, research, and critiques. The course includes creative and production techniques to prepare images for professional projects using Photoshop and other current imaging software. (CSU)

### **MMST 151: Animation I: Illustration and Cartoons**

*3.0 Units. No prerequisite. Advisory: Multimedia Studies 112. Two lecture and three laboratory hours weekly.*

This course provides increased knowledge of drawing and illustrating as they relate to animation and cartoons. Using traditional concepts and current software tools, students develop animations for web or video display. Skill and knowledge are developed through hands-on exercises and projects. (CSU)

### **MMST 156: Video and Sound II: Advanced Editing**

*3.0 Units. Prerequisite: Multimedia Studies 146. Two lecture and three laboratory hours weekly.*

This course offers intermediate and advanced video editing techniques. Topics include asset management, HD and/or 3D source material, stereo and surround audio, exporting to various formats, and color correction. The course develops creative and technical skills for advanced video editing. Skill and knowledge are developed through hands-on exercises and projects. (CSU)

### **MMST 160: Photoshop II: 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. The course includes advanced creative and production techniques to prepare students for professional-level projects. Completed work is suitable for portfolios or exhibiting. (CSU)

### **MMST 161: Animation II: Interactive Elements**

*3.0 Units. Prerequisite: Multimedia Studies 151. Two lecture and three laboratory hours weekly.*

This course provides increased knowledge of animation by expanding on the dynamic capabilities using ActionScripting for interactive content in games, websites and stand-alone animations. Advanced techniques, theories, and methods for enhanced interactive production and design will be covered in addition to the principles of ActionScripting. (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 3-D lighting and how to dress it for believability, including atmospheres and particle systems, as well as special effects such as glows, flares, and blurs. The course develops skills in setting up lights, atmospheres, particle systems, and cameras, in

building believable textures, and in creating environments for 3-D animation or game play. (CSU)

### **MMST 166: Video Effects I: Transitions and Titles**

*3.0 Units. No prerequisite. Advisory: Multimedia Studies 146. Two lecture and three laboratory hours weekly.*

This course offers intermediate video editing techniques using effects. Topics include Chroma keys, Photoshop source material, animation, titles, and color effects. The course will develop creative and technical skills using video effects for effective transitions, titles, and animation. Skill and knowledge will be developed through hands-on exercises and projects. (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 176: Video Effects II: Advanced Techniques**

*3.0 Units. No prerequisite. Five studio hours weekly, comprised of two lecture and three laboratory hours.*

This course offers advanced video editing techniques using effects. Topics include 3D, motion tracking, character animation, and color. The course will develop creative and technical skills using dynamic effects for motion and composites. Skill and knowledge will be developed through hands-on exercises and projects. (CSU)

### **MMST 183: Design III: Page Layout**

*3.0 Units. No prerequisite. Advisory: Multimedia Studies 150 and 151. Two lecture and three laboratory hours weekly.*

This course provides basic knowledge of layout design as it applies to printed media and paperless publishing. Design and layout skills are developed through hands-on projects. (CSU)

### **MMST 193: Print and Packaging Design**

*3.0 Units. Prerequisite: Multimedia Studies 183. Two lecture and three laboratory hours weekly.*

This course provides advanced knowledge of design as it applies to printed media products and packaging. Assignments involve the creation of designs involving 4/C printing, trapping, and packaging dies. Layout design and visualization skills are developed through hands-on projects and full-color printed proofs. (CSU)

### **MMST 200: Portfolio Development**

*3.0 Units. 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 provides students with the opportunity to design and implement group or individual creative projects containing graphics, animation, audio, video, or authoring components. The course provides a forum for exploring and testing potential project ideas, from concept to final product. Students receive guidance and support in critiquing work, forming creative alliances, and polishing existing work. Intended for students who are ready to plan, design and implement independent advanced multimedia projects such as CD-ROMs, DVDs, Web sites and more. Group or individual lab activities involve taking a project idea through the stages of design, preproduction, prototyping, production, testing, and delivery. 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 249: Independent Study**

*1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.*

## MUSIC

A career in music today demands from all performers and participants a sophisticated knowledge of theory, history, performance standards, and practices in all musical fields whether classical, jazz, rock, or popular. Whatever branch of the music career you may find yourself pursuing, academic music experience is valuable in your background.

**Career Options**

Agent, Arranger, Arts Administrator, Band Director, Business Manager, Choral Leader, Composer, Concert Hall Manager, Conductor, Copyist, Disc Jockey, Electronic Writer and Computer Specialist, Instrument Maker, Instrument Repair Technician, Instrumental Musician, Lyricist, Music Coach, Music Critic, Music Director, Music Editor, Music Librarian, Music Publishing Editor, Music Store Owner/Staff, Music Therapist, Musicologist, Performer, Piano Tuner-Technician, Private Instructor, Recreation Therapist, Singer, Teacher

**Faculty**

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](http://www.assist.org). Please see a counselor for more information as curriculum requirements may vary among transfer universities.

**Music courses with no prerequisites:** 101, 102, 105, 106, 116, 121, 162, 163, 173, 181, 182, 279, 281, 282.

**A.A. IN MUSIC**

Music students enter college with varying levels of musical experience and training. While certain music courses are open to everyone, a standardized audition is required for more advanced classes. Most classes require that a student have some basic skill at reading musical notation and some familiarity with musical terminology. Music 106 is designed to provide this theoretical background. Students already familiar with classical music periods, forms, and styles may wish to take the Music Placement Test; passing this test exempts students from taking Music 101.

In order to sufficiently understand the required music theory, students are advised to acquire and develop their skills in ear training and piano concurrently with the concepts taught in that level of music theory. Therefore, the program is designed so that a student is enrolled in all the 100-level courses simultaneously (i.e., taking Theory I, Ear Training I, and Piano I all in the same semester). If this is not possible, students are advised to take piano before taking the same level of music theory.

Performance is required of all music majors; they are required to be in a major performing ensemble (see below), and are encouraged to perform in regular monthly recital hours.

To receive a comprehensive music education beyond the degree requirements, the music department recommends certain electives, depending on the student's area of concentration:

- All music majors need small ensemble experience: Music 180 (for instrumentalists) or Music 183 (for vocalists).
- Jazz students: Music 113 (Jazz Improvisation).
- Composition students: Music 214 (Composition), Music 178, 179, 279 (one or more strings classes on any level), a music notation course, and Music 116 and 117.
- Electronic music students, or students interested in careers in the recording industry: Music 116 and 117.
- Vocalists: Music 181, 182, 281, and 282.
- Majors in music education or music therapy: Music 178, 179, and 162; a music notation course; and Music 181 and 182.

**Performing Ensembles**

The Music Department has several performing groups that serve the various interests and abilities of students and the community: an orchestra, bands, choruses, instrumental and choral ensembles, instrumental and vocal jazz ensembles. These groups present scheduled concerts as well as perform on special occasions during the school year.

Music majors must be enrolled in one of the following ensembles each semester: MUS 162, 163, 165, 166, 167, 168, 169, or 177. These large ensembles provide students the opportunity for musical growth at all stages of their development. Participation in a major performing ensemble is just as essential, if not more so, to those just learning the basic music vocabulary as to those who have the opportunity to perform solos with the ensemble. Those whose major performing medium is a band or orchestra instrument must be in either Music 162, 167, or 168. Those whose performance medium is voice, or whose instrument is one not usually associated with ensemble work (piano, guitar, etc.), must be in either Music 163 or 169. Pianists may partly fulfill this requirement as noted in the Music 165 and Music 166 course descriptions, however.

### Standardized Auditions

Several music courses require an audition based upon a standardized level of performance. Every student who participates in one of these courses is expected to meet the musical requirements of the particular audition. Auditions will vary from course to course.

**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	3
MUS	112	Theory II	3
MUS	211	Theory III	3
MUS	212	Theory IV	3
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 (or passing score on placement test)	3
MUS	102	Music Masterworks	3
Piano			
MUS	171	Piano I	2
MUS	172	Piano II	2
MUS	271	Piano III	2
Plus a major performing ensemble each semester to be chosen from the following:			
MUS	162	Band	1.5
MUS	163	College Chorus	1
MUS	165*	Piano Ensemble	2
MUS	166*	Piano Repertoire and Interpretation	2
MUS	167	Symphony Orchestra	1.5
MUS	168	Community Symphonic Band	1.5
MUS	169	Community Chorus	1
MUS	177	Jazz Ensemble	1
<b>TOTAL UNITS</b>			<b>36</b>

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

## MUSIC COURSES (MUS)

### MUS 039: Selected Topics (Nondegree Applicable)

0.5-6 Units.

### MUS 101: Introduction to Classical Music

3.0 Units. No prerequisite. Three lecture hours and two hours by arrangement 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. No prerequisite. Advisory: Successful completion of either Music 101 or 106. Three lecture hours and one laboratory hour by arrangement weekly.

Guided listening and discussion, with examples of music masterworks from the beginning of available music history to the present. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

### MUS 105: Rock, Pop and Jazz

3.0 Units. No prerequisite. Three lecture hours weekly.

A multicultural study of the evolution of American musical styles including blues, early country and folk, jazz, rhythm and blues, soul, rock and roll, pop, mambo, salsa, samba, bossa nova, hip hop, and hybrid forms. Emphasis is on the African-American, European-American, and Latin-American origins of these contemporary styles and their historical contexts. (CSU/UC) AA/AS Areas C & G, CSU Area C-1, IGETC Area 3A

### MUS 106: Music Fundamentals

3.0 Units. No prerequisite. Advisory: Music 163. Three lecture hours weekly.

Designed for anyone interested in acquiring basic music skills for performance, teaching or composition. Includes music reading, notation, terminology, piano keyboard, sight singing, and ear training. Not open to students who have completed Music 111, 112, 211, or 212. May also be offered in a distance learning format. (CSU/UC) AA/AS Area C, CSU Area C-1

### MUS 111: Theory I

3.0 Units. Prerequisite: read simple music. Advisory: concurrent enrollment in Music 121, 171, and a major performing ensemble.

Beginning music theory. Review of scales, meter signatures, intervals, triads, and seventh chords. Study of four-part harmonic progression including cadences, voice leading and doubling rules, and some non-harmonic tones. (CSU/UC)

### MUS 112: Theory II

3.0 Units. Prerequisite: Music 111. Advisory: concurrent enrollment in Music 122, 172, and one major performing ensemble. Three lecture hours weekly.

Continued study of harmonic progressions, focusing on secondary triads and their inversions, sequences, non-harmonic tones, and counterpoint. Introduction to seventh chords. (CSU/UC)

### MUS 113: Jazz Improvisation

1.5 Units. 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 learn contemporary harmonic theory including scales, modes, extended and altered chords, and apply this knowledge to the craft of improvisation. Classroom experience includes 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)

**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 121: Ear Training I**

2.0 Units. Prerequisite: Read simple music; know major scales. Advisory: Music 106. One and one-half lecture and one and one-half laboratory hours weekly.

The ear training component of the complete music major package. Instruction includes rhythmic and melodic sight reading and singing; rhythmic, melodic, and harmonic aural perception; and some keyboard harmony. (CSU/UC)

**MUS 122: Ear Training II**

2.0 Units. Prerequisite: Music 121. One and one-half lecture and one and one-half laboratory hours weekly.

The ear training component of the music major package. The course parallels the concepts and harmonic materials taught in Music 112. Instruction includes rhythmic and melodic sight reading; rhythmic, melodic, and harmonic aural perception; some keyboard harmony; melodic and harmonic simple intervals; triads in inversions and V7 chords; diatonic melodies; subdivisions of the beat into 2 to 4 parts; and harmonic progressions, including diatonic triads and V7. (CSU/UC)

**MUS 139: Selected Topics**

0.5-6 Units. (CSU w/limit)

**MUS 162: Band**

1.5 Units. Prerequisite: Standardized audition. One-half lecture and three laboratory hours weekly.

A daytime instrumental ensemble for traditional band instrumentalists. Intermediate players are accepted as well as more advanced ones. This course satisfies the major performing ensemble requirement for music majors. A public performance is required. 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: Symphony Orchestra**

1.5 Units. Prerequisite: Standardized audition. One-half lecture and 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. Fulfills the Major Performing Ensemble requirement for the Associate degree in Music. Participation in public performances is required. May be taken four times for credit. (CSU/UC)

**MUS 168: Community Symphonic Band**

1.5 Units. Prerequisite: Standardized audition. One-half lecture and three laboratory hours weekly.

An instrumental ensemble for traditional band instrumentalists. This course satisfies the Major Performing Ensemble requirement for music majors. 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 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 181: Voice I**

*1.0 Unit. No prerequisite. Advisory: Read simple music, or Music 106. One-half lecture and one and one-half 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**

*1.0 Unit. No prerequisite. Advisory: Music 181. One-half lecture and one and one-half laboratory hours weekly.*

Continued 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. One and six-tenths lecture and two 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 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 211: Theory III**

*3.0 Units. Prerequisites: Music 112. Advisory: concurrent enrollment in Music 221, 271, and a major performing ensemble. Three lecture hours weekly.*

Students will study four-part harmony utilizing diatonic sevenths, secondary chords, and modulation. Exercises, analysis, and composition are included, as well as some keyboard harmony. Introduction to short forms of composition. (CSU/UC)

### **MUS 212: Theory IV**

*3.0 Units. Prerequisite: Music 211. Advisory: concurrent enrollment in Music 222, 272, and a major performing ensemble. Three lecture hours weekly.*

Further study of chromatic harmony, including mode mixture, Neapolitan and augmented sixths, extended harmony, and modulation to more remote keys, followed by an overview of impressionism and 20th and 21st century compositional techniques. Analysis and composition, some keyboard applications. (CSU/UC)

### **MUS 214: Music Composition Seminar**

*3.0 Units. Prerequisite: ability to read and write musical notation. Three lecture hours weekly.*

The study of compositional techniques, methods of notation, and individual creation of musical compositions. Students will work on creative assignments of their own choice, listen to recordings, and present in-class performances. Students are expected to complete

several small or one large composition during the semester. (CSU/UC)

**MUS 221: Ear Training III**

*2.0 Units. Prerequisite: Music 122. One and one-half lecture and one and one-half laboratory hours weekly.*

A continuation of Music 121 and 122, the ear training component of the music major package. This course parallels the concepts and harmonic materials taught in Music Theory III (Music 211). Instruction includes rhythmic and melodic sight reading; rhythmic, melodic, and harmonic aural perception; and some keyboard harmony. Includes study of compound intervals, seventh chords, melodies with chromaticism, subdivisions of the beat into two to seven parts, and harmonic progressions including secondary chords. May be taken twice for credit. (CSU/UC)

**MUS 222: Ear Training IV**

*2.0 Units. Prerequisite: Music 221. One and one-half lecture and one and one-half laboratory hours weekly.*

A continuation of Music 121, 122, and 221. The ear training component of the music major package. This course parallels the concepts and harmonic materials taught in Music Theory IV (Music 212). Instruction includes rhythmic and melodic sight reading; rhythmic, melodic, and harmonic aural perception, and some keyboard harmony. Includes study of compound intervals, seventh chords in inversion, synthetic and other unusual scales, chromatic, modal, and atonal melody, complex meter changes, polyrhythm, irregular meter, and harmonic progressions including mode mixture, Neapolitan and augmented sixth chords. May be taken four times for credit. (CSU/UC)

**MUS 249: Independent Study**

*1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.*

**MUS 261: Small Ensemble Techniques**

*1.5 Units. Prerequisite: Standardized audition. One-half lecture and three laboratory hours weekly.*

This class focuses on improving the skills of the musician in a small ensemble. Recommended for students who have already had chamber music or other small ensemble experience. May be taken four times for credit. (CSU/UC)

**MUS 262: Large Ensemble Techniques**

*1.5 Units. Prerequisite: Standardized audition. One-half lecture and three laboratory hours weekly.*

This class is designed to improve the practice, rehearsal, and performance skills of musicians in large music ensembles. Previous large ensemble experience is recommended. May be taken four times for credit. (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 279: Strings IV**

*1.0 Unit. No prerequisite. Advisory: Music 278. One-half lecture and one and one-half laboratory hours weekly.*

Continuing advanced study of an orchestral string instrument. May be taken 4 times for credit; repeating students may play the same instrument, or a different one, depending on choice and ability. (CSU)

**MUS 281: Voice III**

*1.0 Unit. No prerequisite. Advisory: Music 182. One-half lecture and one and one-half laboratory hours weekly.*

Intermediate 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**

*1.0 Unit. No prerequisite. Advisory: Music 281. One-half lecture and one and one-half laboratory hours weekly.*

A more advanced development and refinement of the fundamentals of singing, principles of tone production, and voice development with emphasis on more advanced vocal literature. May be taken four times for credit. (CSU/UC)

**MUS 288: Advanced Voice Workshop**

*2.0 Units. No prerequisite. Advisory: Music 282. One-half lecture and one and one-half laboratory hours weekly.*

Advanced instruction in the fundamental techniques of singing, principles of tone production, and voice development, with emphasis on advanced vocal literature. May be taken four times for credit. (CSU)

## 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 Langer, Sara Lefkowitz, Diane Ridley, Joanna Ruddle, Mary Pieper-Warren, Molly Johnson

Department Phone: (415) 485-9319

[www.marin.edu/nursing](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](http://www.assist.org). Please see a counselor for more information, as curriculum requirements may vary among transfer universities.

Graduates of the Registered Nursing Education Program may transfer to a number of colleges and universities to study for a Bachelor of Science degree in Nursing. Contact the Registered Nursing Education Department for information regarding the following schools:

- Sonoma State University ([www.sonoma.edu/adnmsn](http://www.sonoma.edu/adnmsn))
- San Francisco State University ([www.nursing.sfsu.edu](http://www.nursing.sfsu.edu))
- Dominican University of California ([www.dominican.edu/academics/hns/nursing](http://www.dominican.edu/academics/hns/nursing))

### 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.

**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:

- Human Anatomy (Biology 120)
- Human Physiology (Biology 224)
- Microbiology (Biology 240)
- Chemistry 110
- English (English 150)
- Nursing Education 135, 138, 140, 210, 212, 214, 216, 220A, 220B, 225, 101, 135L, 140L, 102, 210L, 212L, 214L, 216L, 203, 225L
- Psychology 110; and 112 or 114
- One course to be selected from: Anthropology 102, 103, or 208; or Sociology 110 or 140
- One course to be selected from: Speech 110, 120, or 128.

**Note: The College of Marin Registered Nursing Education Program must respond to changing legal/contractual requirements.**

### 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. Please also refer to the Registered Nursing Department website for details: [www.marin.edu/nursing](http://www.marin.edu/nursing). 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 Registered Nursing Program receives more requests for enrollment than the Program is able to accommodate. Enrollment in the 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. 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 semester) must submit their completed application materials by February 1. Applications are accepted January 2 through February 1. Applications will NOT be accepted for consideration either before January 2 or after February 1. 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.

1. **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.
2. **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.
3. **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. Some of these prerequisite courses have their own prerequisites. Please refer to the individual course in this catalog for complete information on prerequisites.
  - a. **Nursing Education 90:** Introduction to Nursing Education and Practice.
  - b. **\*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.
  - c. **\*Anatomy:** One four- or five- (semester) unit college human anatomy course with laboratory (Biology 120). Must be taken for a letter grade.
  - d. **\*Physiology:** One four- or five- (semester) unit college human physiology course (Biology 224), with laboratory. Must be taken for a letter grade.
  - e. **\*Math:** Math 101 or 101AB or 101XY or College of Marin assessment test qualifying for Math 103 (challenge option). Please note: Math 103 is the college graduation requirement.
  - f. **\*English:** English 150. Must be taken for a letter grade.
  - g. **\*Microbiology:** One four- or five- (semester) unit college microbiology course (Biology 240), with laboratory. Must be taken for a letter grade.
4. **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 College of Marin must be evaluated prior to acceptance into the Nursing Program. Please see "Foreign College Transcripts" in Section 2 of this catalog for information on courses taken in colleges and universities outside the United States.
5. **Prerequisite and Corequisite Challenge:** If you believe course-work 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/nursing>) for RN challenge information. Like prerequisite courses themselves, challenges to prerequisite courses must be successfully completed prior to acceptance into the Nursing Program.
6. **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 for the seven prerequisite courses listed above.
7. **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.
8. **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:
  - NE 95: Effective Strategies for Success in the Registered Nursing Program
  - CIS 101: Introduction to Personal Computers and Operating Systems
9. **Assessment Scores:** Students who have successfully completed all course prerequisites must also achieve an assessment score of at least 72 percent 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 percent. In determining the overall college GPA, a letter

**\* Note: If you are considering transfer of these courses, see Academic Transfer Program information at the front of this catalog.**



grade of C will be assigned to any course with a grade of Credit or Pass for calculating that composite score.

10. **Test of Essential Academic Skills, Version 5 (TEAS V):** Applicants who have satisfactorily completed all course prerequisites and received an assessment score of at least 72 percent (as described above) will then also be required to successfully complete the Test of Essential Academic Skills, Version 5 (TEAS V; earlier versions of the TEAS, such as TEAS 4.0, are no longer accepted) prior to entry into the Program. Those applicants who do not meet the cut score of 62 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 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/nursing>). If a student submits multiple test scores in one year, only the first score will be accepted unless the student presents evidence of acceptable remediation.

11. **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 for New Students:

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, 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 when 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 for admission the following fall. The Petition for Substitution will then be submitted and reviewed by Admissions and Records (Academic Standards Committee). The original approved/denied copy will be kept in the student file in 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 ensuring that high schools and/or colleges that can verify successful completion of requirements (or of requirements in progress) mail TWO sets of official transcripts directly to the Nursing Department. The Nursing Department cannot accept transcripts that applicants submit directly. Transcripts for courses taken at the College of Marin are not required. All overseas transcripts must be evaluated by a service recognized by the College of Marin. Please see "Foreign College Transcripts" in Section 2 of this catalog.
7. **Readmission After Withdrawal or Dismissal:** Readmission after failure or withdrawal is not guaranteed. Readmission will be contingent on showing evidence of completion of a remediation plan. At the time of reapplication the student should notify the Program Director by e-mail and request a meeting. The Program Director will determine if the remediation plan has been completed.
8. **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.

- b. 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.
- c. Applicants are sent a copy of the screening report. Applicants have the right to dispute the accuracy of the report.
- d. 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](http://www.rn.ca.gov).
- e. If students have any questions about the background screening, nursing program eligibility, or the Board of Registered Nursing requirements, they should contact the Nursing Program Director.

**Note: 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.**

9. **Drug Screening:** Clinical agencies require mandatory drug screening. Students must meet the agency standards for placement. The cost is \$51. The list of drugs tested and the procedure are posted on the website.
10. **Test of Essential Academic Skills, Version 5 (TEAS V) test results:** Applicants who have taken the TEAS V test prior to application to the program must request that an official score report be mailed directly from the vendor (Assessment Technology Institute) to the Nursing Department. Please note: applicants must take TEAS V; earlier versions of the TEAS, such as TEAS 4.0, will not be accepted.
11. **Proof of TEAS Remediation:** Students who do not score at least 62 on the TEAS V may take a retest after remediation. For information on the remediation, please refer to Item 10, "Test of Essential Academic Skills," under Section III above, "Course Prerequisites and Assessment Scores," 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 V test with a passing cut 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.

12. **Health Stream:** Health Stream is an online orientation program. Clinical agencies require orientation each year. Failure to complete the module at the pass rate will preclude participation in clinical experience. The cost is approximately \$10 per year.

#### 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 College of Marin for prerequisite courses must demonstrate that their substituted courses have been approved by 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. The student 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 percent or higher using the composite formula. The student scored at least 62 on the Test of Essential Academic Skills, Version 5 (TEAS V; earlier versions of TEAS, such as TEAS 4.0, are not accepted). 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.
6. The student who did not pass the TEAS V test submitted evidence of successful remediation and a score of 62 on the retest.
7. The student completed the remediation plan. (Please see Readmission After Withdrawal or Dismissal.)
8. Registration priorities are applied.

It is not necessary to contact the Nursing Department regarding your application status. You will be notified by e-mail 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 cut score of 62 on the TEAS V 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 cut 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 follow the same procedures as first-time applicants. Students who withdrew or

failed must also show evidence of a completed remediation plan. 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 must meet all NEW program requirements. 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.

## REGISTERED NURSING EDUCATION PROGRAM: ENROLLMENT PROCEDURES FOR RETURNING, TRANSFER, OR CHALLENGE STUDENTS

Please refer to the Registered Nursing Department website for details: [www.marin.edu/nursing](http://www.marin.edu/nursing).

### Definitions:

**Returning student:** A student who left the College of Marin Registered Nursing Education Program.

**Transfer student:** A student who successfully completed one or more semesters of nursing education courses in another program.

**Challenge student:** A student who had prior nursing education (LVN) 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 Registered Nursing Program receives more requests for enrollment than the Program is able to accommodate. Enrollment in the Program is limited because of facility constraints, the ongoing shortage of highly qualified nursing faculty, the need to maintain a safe student/teacher ratio in the clinical setting in order to maintain the highest quality instructional program possible, and other factors beyond our control such as fiscal and program resources. Each semester the Program Director will determine if space is available to admit students into the second, third, or fourth semesters.

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 or third semester of the Program (i.e., the Fall semester) must submit their completed application materials by February 1. Applications are accepted January 2 through February 1. Applications will NOT be accepted for consideration either before January 2 or after February 1. 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 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.

1. **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 to the Program for admission the following Fall, or **BY THE END OF THE SPRING SEMESTER** prior to submission of the application to the Program for admission the following spring.
2. **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.
3. **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. 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.
  - a. **Nursing Education 90:** Introduction to Nursing Education and Practice.
  - b. **\*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.
  - c. **\*Anatomy:** One four- or five- (semester) unit college human anatomy course with laboratory (Biology 120). Must be taken for a letter grade.
  - d. **\*Physiology:** One four- or five- (semester) unit college human physiology course (Biology 224), with laboratory. Must be taken for a letter grade.
  - e. **\*Math:** Math 101 or 101AB or 101XY or College of Marin assessment test qualifying for Math 103 (challenge option). Please note: Math 103 is the college graduation requirement.
  - f. **\*English:** English 150. Must be taken for a letter grade.
  - g. **\*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.**



4. **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 College of Marin must be evaluated prior to acceptance into the Nursing Program. Please see "Foreign College Transcripts" in Section 2 of this catalog for information on courses taken in colleges and universities outside the United States.
5. **Prerequisite and Corequisite Challenge:** If you believe course-work 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 at [www.marin.edu/nursing](http://www.marin.edu/nursing)) for RN challenge information. Like prerequisite courses themselves, challenges to prerequisite courses must be successfully completed prior to acceptance into the Nursing Program.
6. **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 for the seven prerequisite courses listed above.
7. **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.
8. **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:
- NE 95: Effective Strategies for Success in the Registered Nursing Program
  - CIS 101: Introduction to Personal Computers and Operating Systems
9. **Assessment Scores:** Students who have successfully completed all course prerequisites must also achieve an assessment score of at least 72 percent 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 percent. 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.
10. **Test of Essential Academic Skills, Version 5 (TEAS V):** Applicants who have satisfactorily completed all course prerequisites and received an assessment score of at least 72 percent (as described above) will then also be required to successfully complete the Test of Essential Academic Skills, Version 5 (TEAS V; earlier versions of the TEAS, such as TEAS 4.0, are no longer accepted) prior to entry into the Program. Those applicants who do not meet the cut score of 62 on the TEAS V 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 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/nursing>). If a student submits multiple test scores in one year, only the first score will be accepted unless the student presents evidence of acceptable remediation.
11. **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.
12. **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.
13. **Challenge Degree Option Procedures:**
- 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 75 or above (LVNs who challenged boards must have their portfolio evaluated for the degree option); b) Current California LVN license; and c) Evidence of current experience as an LVN within the last three years.
  - LVN Thirty-unit Option/Nondegree Option. Must complete prerequisite #4, Human Physiology, and #5, Microbiology.
- IV. Requirements for a Completed Application for Returning, Transfer, or Challenge Students:**
- All students please follow Section IV for new students, above. Additional application requirements include the following:
- License: Submit a copy of a valid California LVN license, if applicable.
  - 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 LVN.
  - 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 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 for new students (above), "Requirements for a Completed Application" to the Office of Admissions and Records by the closing deadline.
3. The student 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 percent or higher using the composite formula.
6. The student scored at least 62 on the Test of Essential Academic Skills, Version 5 (TEAS V; earlier versions of the TEAS, such as TEAS 4.0, are not accepted). The TEAS V 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 V test submitted evidence of successful remediation and a score of 62 on the retest.
8. The returning student completed the remediation plan.
9. 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:
  - a. Returning students who left the College of Marin Nursing Program in good standing.
  - b. Successful challenge students (LVN Degree Option).
  - c. Transfer students or other returning students.
  - d. LVN 30-unit option student.

It is not necessary to contact the Nursing Department regarding your application status. You will be notified by e-mail 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 cut score of 62 on the TEAS V 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 cut score must

resubmit the application form and any new supportive documents to be considered for the next year's Program openings.

### Readmission

Readmission to the Program after failure or withdrawal is not guaranteed. Space availability for returning students is limited by safety considerations related to the student-teacher ratio in the clinical setting, contracts and capacity for placement in clinical facilities, and other factors beyond our control such as fiscal and program resources.

### Degree Requirements

Board of Registered Nursing Content Required for Licensure  
Suggested Sequence of Courses for Students

REQUIREMENTS				UNITS
<b>Freshman Year – First Semester</b>				
NE	101	Level I Nursing Skills Laboratory		1
NE	135	Nursing I: Fundamentals of Nursing		4
NE	135L	Nursing I: Fundamentals Clinical Laboratory		2.5
NE	138	Introduction to Pharmacology and Medication Administration for Nurses		1
PSY	110	Introduction to Psychology		3
Communication Skills Requirement (See Note 3a and b following)				3
<b>Freshman Year – Second Semester</b>				
NE	102	Level II Nursing Skills Laboratory		.5
NE	140	Nursing II: Medical-Surgical Nursing		3
NE	140L	Nursing II: Medical-Surgical Clinical Laboratory		2.5
NE	210	Nursing Care of the Childbearing Family		2
NE	210L	Nursing Care of the Childbearing Family Clinical Laboratory		2
NE	220A	Pharmacology in Nursing-A		1
PSY	112	Child and Adolescent Psychology		3
Or				
PSY	114	The Psychology of Human Development: Lifespan		3
<b>Sophomore Year – Third Semester</b>				
NE	203	Level III: Nursing Skills Laboratory		.5
NE	212	Nursing in Mental Health and Nursing of the Older Adult		2
NE	212L	Nursing in Mental Health and Nursing of the Older Adult Clinical Laboratory		2
NE	214	Nursing III: Advanced Concepts in Mobility, Sensation and Cognition		2
NE	214L	Nursing III: Advanced Concepts in Mobility, Sensation and Cognition Clinical Laboratory		2.5
NE	220B	Pharmacology in Nursing		1
Behavioral and/or Social Sciences Requirement (See note 3b following)				3
<b>Sophomore Year – Fourth Semester</b>				
NE	216	Nursing III: Advanced Concepts in Cardiovascular Oxygenation and Renal Function		2
NE	216L	Nursing III: Advanced Concepts in Cardiovascular Oxygenation and Renal Function Clinical Laboratory		2.5
NE	225	Nursing Leadership and Management		2
NE	225L	Clinical Transitions: Clinical Laboratory		2.5
Communication Skills Requirement				3
<b>Additional Courses Required for General Education Degree</b>				
American Institutions				3
Humanities				3
Physical Education				1
Cross Cultural Studies				3
Communication and Analytical Thinking				3
<b>TOTAL UNITS</b>				<b>66.5</b>

**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, 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 or 140.
  4. Grading in the Registered Nursing Education Program: A final grade of C (75) 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 75 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 (75) 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.
  6. 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.
  7. Repeatability of Registered Nursing Education Courses: Students may not repeat any nursing education courses unless they are re-enrolled into the Registered Nursing Education Program. Students who fail any nursing course, academically or clinically, two times, or fail a second course after readmission, or withdraw from the program two times will not be eligible for re-enrollment in the Program.
- Completion of Board of Registered Nursing content required for licensure and completion of College of Marin graduation requirements;
  - Completion of the 30-unit option — for Licensed Vocational Nurses.
1. 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.
  2. 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](http://www.rn.ca.gov) for further information about Interim Permits.
  3. Advanced Standing, LVN Challenge, LVN Thirty-Unit Option, and Other Health Care Workers: Licensed vocational nurses (LVN) 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.
  4. 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.
  5. 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 visiting the Program website at [www.marin.edu/nursing](http://www.marin.edu/nursing) or by contacting the Registered Nursing Education Office.

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

**Licensure**

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

- Completion of Board of Registered Nursing content required for licensure — see above requirements;

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 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 all applicants to the Registered Nursing Program, and recommended for all persons seeking information about nursing education and the role of the Registered Nurse. We navigate the program's website, reviewing the program overview and the necessary COM resources to provide updated enrollment procedures and admission requirements into the nursing program. The course reviews the roles and responsibilities of the nursing student and the RN, with emphasis on patient centered care, safety, teamwork, collaboration, evidence-based practice, quality improvement, and informatics. The educational pathways and employment opportunities for RNs are explored, including the economic and political factors and regulatory agencies that influence the RN in the health care setting. Identification of basic skills needed for nursing, including test taking, time management, and coping strategies are explored.

### NE 095: Effective Strategies for Success in the Registered Nursing Program

1.0 Unit. 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 as Dental Assisting 100, Medical Assisting 100, or Nursing Education 100; credit awarded for only one course. Two lecture hours weekly.

This course, designed for students interested in pursuing a career in a health profession, provides an overview of the current health care delivery system; the physical, mental, and emotional demands of the workplace; and the skills needed by the healthcare worker today and in the future. Students learn about qualifications and professional preparation needed for various careers, and analyze the roles and responsibilities in today's health care environment. The course helps students develop realistic career goals, and fosters appreciation for how the current health care delivery system influences 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 techni-

cal 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 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 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 Units. (CSU w/limit)*

**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.*

(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. One and one-half laboratory hours weekly for sixteen 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 multi-disciplinary 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, antiarrhythmics, 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: Independent Study**

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

**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](http://www.marin.edu/nursing).

**VOCN 6010: Review of Nursing Care and Skills for RN Students**

0.0 Unit.

This course offers the RN student additional practice in the clinical/laboratory setting. It is designed to provide remediation in topics ranging from assessment, nursing care planning, documentation, communication, medication administration, nursing skills, and organization to critical thinking and clinical decision making. Students are recommended to this course by their clinical instructor.

**VOCN 6015: Successful RN Preceptor Course***0.0 Unit.*

This course is designed for staff nurses who are working with students to become effective preceptors. The course includes content related to roles and responsibilities of the preceptor: supervision and legal issues, communication plan, values clarification, writing behavioral objectives, the advisement and evaluation process; and accidents and injuries.

**VOCN 6020: Test of Essential Academic Skills Preparation Course***0.0 Unit.*

This Course is designed to help students 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 introduces the TEAS test plan, describes content areas, and discusses test taking skills. Students are given an initial practice assessment test. Weekly meetings focus on a particular content area: Reading Comprehension, Mathematics, Science and Technical Reasoning, and English and English Language Skills. The last meeting includes a post assessment test, grading of test, and how to register for the TEAS. Recommendations are 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](http://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 Units.***PHIL 110: Introduction to Philosophy**

*3.0 Units. Prerequisite: English 98 or 98SL or English Placement Test or equivalent. 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 98SL or English Placement Test or equivalent. 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: English 120 or 120SL or English Placement Test or equivalent. Three lecture hours weekly.*

An introduction to the logical analysis and evaluation of arguments. Topics covered include: argument diagramming, categorical logic, sentential logic, and formal and informal fallacies. (CSU/UC) AA/AS Area C or E, CSU Area A-3

**PHIL 117: History of Philosophy: Late Modern to Contemporary**

*3.0 Units. Prerequisite: English 98 or 98SL or English Placement Test or equivalent. Three lecture hours weekly.*

This course deals with the history of philosophy from the end of the eighteenth century to the contemporary period. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

**PHIL 139: Selected Topics***0.5-6 Units. (CSU w/limit)***PHIL 249: Independent Study**

*1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.*

## 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

(Personal Fitness Trainer Skills Certificate also awarded.)

**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
Choose 12 units from:			
PE/BIOL	107	Human Biology	3
PE/HED	118	Sports Nutrition for Health and Performance	3
PE/HED	119	Effective Teaching Strategies	3
PE	120	Introduction to Sport and Exercise Psychology	3
PE	121	Personal Trainer Certification Course	3
PE/HED	143	Introduction to Sports Medicine	3
HED	115	Weight Control, Exercise, and Nutrition	3
HED	130	Contemporary Health Issues	3
And choose 6 units from:			
PE	110	Mat Pilates	1
PE	117	Basketball	1
PE	125A-K	Fitness	1
PE	147	Soccer	1
PE	156	Instructional Lap Swimming	1
PE	160	Tennis	1
PE	164	Sports Conditioning	1
PE	169	Weight Training	1
PE	173A	Yoga	1
PE	175	Intercollegiate Baseball	2
PE	176	Intercollegiate Basketball	2
PE	180	Intercollegiate Soccer	2
PE	181	Intercollegiate Softball	2
PE	182	Intercollegiate Volleyball	2
PE	183	Intercollegiate Swimming	2
PE	185	Intercollegiate Track and Field	2
PE	190A	Baseball Theory	2
PE	191A	Soccer Theory	2
PE	192A	Basketball Theory	2
PE	196	Softball Theory	2
FIRE	215	Advanced First Aid/First Responder	2
<b>TOTAL UNITS</b>			<b>18</b>

### Personal Fitness Trainer Skills Certificate

The Personal Fitness Trainer Skills Certificate constitutes a skill and knowledge set that enables students to either begin as an entry-level Personal Fitness Trainer (PFT) or advance in their already existing PFT careers.

#### Advised for the Certificate:

PE/HED 116 - Career Opportunities in Wellness and Fitness (3 units)

REQUIREMENTS			UNITS
<b>Core 1</b> (choice of one of the following)			
PE/BIOL	107	Human Biology	3
PE/HED	143	Introduction to Sports Medicine	3
<b>Core 2</b> (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 (also offered as PSY 130)	3
<b>Core 3</b> (choice of one of the following)			
PE	121	Personal Trainer Certification Course	3.5
PE	122	Exercise for Adults with Special Needs - Instructor Certification	3
<b>Core 4</b> (choice of one of the following)			
BIOL	100	Nutrition	3
HED	115	Weight Control, Exercise and Nutrition	3
<b>Core 5</b>			
FIRE	215	Advanced First Aid/First Responder or equivalent proof of current AED/CPR/First Aid Certifications	2
<b>Electives</b>			
BUS	135	Managing Change and Innovation	1.5
And			
		One Physical Activity course	1
Or			
		Any 2 Physical Activity courses (must be two different courses)	2
<b>TOTAL UNITS</b>			<b>16 TO 16.5</b>

### PHYSICAL EDUCATION COURSES (PE)

#### PE 039: Selected Topics (Nondegree Applicable)

0.5-6 Units.

#### 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 as Physical Education 107 or Biology 107; credit awarded for only one course. Three lecture hours weekly.*

This course introduces the structure, function, and development of the human body, and foundational concepts to explore personal and societal issues involving human biology. It also covers 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 are discussed. (CSU/UC) AA/AS Area A, CSU Area B-2, IGETC Area 5B

**PE 110: Mat Pilates**

*1-2 Units. No prerequisite. Three or six activity hours weekly.*

This course introduces students 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) AA/AS Area H

**PE 112: Zumba Fitness**

*0.5-2 Units. No prerequisite. Two, 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/UC) AA/AS Area H

**PE 116: Career Opportunities in Wellness and Fitness**

*3.0 Units. No prerequisite. Can be taken as Physical Education 116 or Health Education 116; credit awarded for only one course. Three lecture hours weekly.*

This course surveys various career opportunities in the field of wellness and fitness. Students learn about the different academic pathways and certifications necessary to become a qualified professional in this field. Emphasizes formulating a realistic career goal in wellness and fitness. Current wellness and fitness professionals are interactive guest speakers to aid students in their goal process. (CSU)

**PE 117: Basketball**

*0.5-2 Units. No prerequisite. Two, three, or six activity hours weekly.*

This course is designed for all students interested in playing basketball. Individual offensive, defensive and team concepts of basketball are emphasized. (CSU/UC) AA/AS Area H

**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. May be taken as Physical Education 119 or Health Education 119; credit awarded for only one course. Three lecture hours weekly.

This course is designed to help students become more effective wellness and fitness professionals. Students develop a toolbox of practical teaching, learning, and evaluation methods to increase their ability to convey their knowledge to others in this field and more successfully impact their future clients, students, or athletes. (CSU)

**PE 120: Introduction to Sport and Exercise Psychology**

3.0 Units. No prerequisite. Can be taken as Physical Education 120 or Psychology 130; credit awarded for only one course. Three lecture hours weekly.

This course examines the psychological theories and techniques that are applied to sport, exercise and other achievement-related situations. The course emphasizes the enhancement of performance and personal growth of athletes, coaches, and exercise participants. Students also learn mental skills that they can transfer from sport and exercise settings to their everyday lives. May 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 prepares students to meet the stringent certification standards set forth by the American Council on Exercise (ACE). Through a variety of health and fitness training and evaluation techniques, students engage in an assortment of practical experiences while developing a thorough understanding of core exercise concepts and principles. Practical scientific theory as well as the hands-on application skills necessary for the delivery of safe and effective health and fitness within the general population are emphasized. Optional ACE certification exam is 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. No prerequisite. 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. (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 upon 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 introduces principles and guidelines for developing physical fitness. Students participate in exercises and activities designed to improve their cardiovascular system and muscular strength. The course includes jogging, hiking, power walking, and strength and flexibility routines. Exercise routines may also be performed with cardio machines, free weights, and physio balls. May be taken four times for credit. (CSU/UC) AA/AS Area H

**PE 125C: Aerobic Fitness**

0.5-2 Units. No prerequisite. Two, three, or six activity hours weekly.

This class combines different aerobic techniques derived from various dances and sports, helping students increase their level of cardiovascular fitness, flexibility, muscular strength, and muscular endurance. Each class includes 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. Two, 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 are 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) AA/AS Area H

**PE 125H: Fitness, Cross Training**

0.5-2 Units. No prerequisite. Two, three, or six activity hours weekly.

This course introduces principles and guidelines for improving fitness through a multi-sport approach. Students participate in a

variety of activities designed to improve their endurance, strength, speed, balance, and flexibility. Activities may include 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.*

In this course, students learn proper walking technique, goal setting, and motivation strategies while participating in a walking program for a lifetime of better health. Students can develop cardiovascular fitness, reduced 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, three, or six activity hours weekly.*

This course utilizes plyometric training techniques to enhance competitive athletic performance in conjunction with "boot camp training," working core level muscles, aerobic and anaerobic capacities, and upper body strength. (CSU/UC) AA/AS Area H

### **PE 129: Golf**

*1-2 Units. No prerequisite. Three or six activity hours weekly.*

This course focuses on skill development and acquiring the knowledge to participate in and enjoy the sport of golf. Demonstration, audio-visual aids, lecture, and active participation are utilized to achieve improvement and enjoyment of golf. May be taken four times for credit. (CSU/UC) AA/AS Area H

### **PE 132: Individual Activities**

*1 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 Units. (CSU w/limit)*

### **PE 143: Introduction to Sports Medicine**

*3.0 Units. No prerequisite. Corequisite: Physical Education 107 or Biology 107. May be taken as Physical Education 143 or Health Education 143; credit awarded for only one course. Three lecture hours weekly.*

This course introduces methods of prevention, recognition, evaluation, rehabilitation, reconditioning, taping, and immediate care of athletic injuries to the upper and lower extremities. The course can benefit coaches from all sports, students interested in the athletic training profession, and the physically active individual. Anatomy, mechanism-of-injury, and pathology are stressed. (CSU/UC)

### **PE 146: Triathlon Training**

*0.5-2 Units. No prerequisite. Two, three, or six activity hours weekly.*

This course introduces the skills, equipment, rules, and fitness requirements for the sport of triathlon. Students participate in a variety of activities designed to improve their swimming, running and cycling. Students 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) AA/AS Area H

### **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 upon the fundamentals of soccer in order to enhance the future soccer performance of all students. May be taken four times for credit. (CSU/UC) AA/AS Area H

### **PE 150: Softball**

*1-2 Units. No prerequisite. Three or six activity hours weekly.*

This course introduces the rules and fundamental technical and tactical skills of the game of softball. Focusing on offensive and defensive strategies emphasizes team play. For students who need skill development in all areas of softball. May be taken four times for credit. (CSU/UC) AA/AS Area H

### **PE 155: Swimming**

*0.5-2 Units. No prerequisite. Three or six activity hours weekly.*

This course presents a variety of strokes and skills necessary to be competent in the aquatic environment. Emphasizes stroke and endurance development. May be taken four times for credit. (CSU/UC) AA/AS Area H

### **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 provides students with the opportunity to develop and maintain cardiovascular fitness through swimming at all skill levels. Instruction in competitive swim strokes, starts, and turns; and in interval, sprint, and distance training. Individualized workouts available. Information on competing in the U.S. Master's Swim Meets is 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. Two, three, or six activity hours weekly.*

This course familiarizes students with the game of tennis, emphasizing fundamental skills and strategy for all skill levels. May be taken four times for credit. (CSU/UC) AA/AS Area H

### **PE 164: Sports Conditioning**

*0.5-2 Units. No prerequisite. Two, three, or six activity hours weekly.*

This course instructs students in the various forms of conditioning and training techniques used in different sports, emphasizing muscle balance, breath control, aerobic training, anaerobic training, flexibility, nutrition, time management, injury prevention, and strength training. 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 instructs students in the fundamentals of volleyball, including passing, serving, hitting, and setting. It focuses 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 introduces the basic principles of fitness using a variety of modalities including weight machines and free weights. Students create an individual fitness program with a focus on proper technique and injury prevention. 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 class focuses on the physical aspects of yoga, emphasizing proper alignment to maximize the benefits of the practice. Students develop strength, flexibility, endurance, and grace in the poses. 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

All courses: 2.0 Units. Prerequisite: Team member. Ten to fifteen activity hours weekly.

**PE 175: Baseball****PE 176: Basketball (Men and Women)****PE 178: Football****PE 180: Soccer (Men and Women)****PE 181: Softball (Women)****PE 182: Volleyball (Women)****PE 183: Swimming and Diving (Men and Women)****PE 185: Track and Field (Men and Women)****PE 187: Water Polo (Men and Women)****PE 190A: Baseball Theory**

2-3 Units. No prerequisite. One lecture and three activity hours weekly for two units; and one lecture and six activity hours weekly for three units.

An intensive course designed to train students in the development of a baseball program at any level. (CSU/UC) AA/AS Area H

**PE 191A: Soccer Theory**

2-3 Units. No prerequisite. One lecture and three activity hours weekly for two units; and one lecture and six activity hours weekly for three units.

This course is designed for intermediate/advanced soccer players who are looking to further their knowledge of the sport. Emphasizes the history and evolution of the game of soccer, defensive and offensive tactics, training methods, current trends, and the rules of the game. Includes training in strength, speed, and agility. (CSU/UC) AA/AS Area H

**PE 192A: Basketball Theory**

2-3 Units. No prerequisite. One lecture and three activity hours weekly for two units; and one lecture and six activity hours weekly for three units.

This course is designed to help students understand the fundamentals of playing and coaching basketball. Individual and team skills development are stressed. (CSU/UC) AA/AS Area H

**PE 193A: Swimming Theory**

2-3 Units. No prerequisite. One lecture and three activity hours weekly for two units; and one lecture and six activity hours weekly for three units.

This intensive course helps students understand and utilize the fundamentals and theory of training and competing in the sport of swimming. Emphasizes the development of individual technique and skills. (CSU/UC) AA/AS Area H

**PE 194: Volleyball Theory**

2-3 Units. No prerequisite. One lecture and three activity hours weekly for two units; and one lecture and six activity hours weekly for three units.

This intensive course helps students understand and utilize the fundamentals and theory of training and competing in the sport of volleyball. Emphasizes the development of individual technique and skills. (CSU) AA/AS Area H

**PE 195A: Football Theory, Offensive**

2-3 Units. No prerequisite. One lecture and three activity hours weekly for two units; and one lecture and six activity hours weekly for three units.

This course is designed to develop an understanding of offensive football and the kicking game. It gives students the opportunity to learn and practice some of the fundamental skills involved in the game of football. (CSU/UC) AA/AS Area H

**PE 195B: Football Theory, Defensive**

2-3 Units. No prerequisite. One lecture and three activity hours weekly for two units; and one lecture and six activity hours weekly for three units.

This course is designed to develop an understanding of defensive football and the punting game. It gives students the opportunity to learn and practice some of the fundamental skills involved in the game of football. (CSU/UC) AA/AS Area H

**PE 196: Softball Theory**

2-3 Units. Prerequisite: Team member. One lecture and three activity hours weekly for two units; and one lecture and six activity hours weekly for three units.

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) AA/AS Area H

**PE 197A: Water Polo Theory**

2-3 Units. No prerequisite. One lecture and three activity hours weekly for two units; and one lecture and six activity hours weekly for three units.

This course helps students understand and utilize the fundamentals and theory of training and competing in the sport of water polo. Emphasizes development of team and individual techniques and skills. May be taken four times for credit. (CSU/UC) AA/AS Area H



**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. Can be taken as Physical Education 216A or Health Education 216A; credit 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: Independent Study**

1-3 Units. Please see Independent Study category or consult with department. Limit to Enrollment: Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

**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 or three activity hours weekly.

This course is for experienced volleyball players interested in competing at a high level. The course offers 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**

Colleen Marlow

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](http://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.

**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	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
<b>TOTAL UNITS</b>				<b>51</b>

## PHYSICS COURSES (PHYS)

**PHYS 039: Selected Topics (Nondegree Applicable)**

0.5-6 Units.

**PHYS 108A: General Physics I**

4.0 Units. Prerequisite: Math 104 or sufficient score on the Math Assessment Test. Advisory: Math 121. Three lecture and three laboratory hours weekly.

This course introduces topics in physics including motion, forces, energy, oscillation, waves, fluids, heat, and thermodynamics. Coursework emphasizes problem-solving based in algebra and trigonometry, as well as laboratory investigations and experimental techniques. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A

**PHYS 108AC: General Physics I (Calculus Supplement)**

1.0 Unit. Prerequisite: Physics 108A or concurrent enrollment, and Math 121 or sufficient score on the Math Assessment Test. 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**

4.0 Units. Prerequisite: Physics 108A. Three lecture and three laboratory hours weekly.

This course is a continuation of an introduction to topics in physics with a focus on the basic laws and concepts of electricity and magnetism, including the treatment of electric fields, charges and potentials, capacitance, electric current, basic DC and AC circuits, magnetism, electromagnetic induction, electromagnetic waves, light, and geometric optics. Coursework emphasizes problem-solving based in algebra and trigonometry, as well as laboratory investigations and experimental techniques. (CSU/UC) CSU Area B-1 and B-3

**PHYS 108BC: General Physics II (Calculus Supplement)**

1.0 Unit. Prerequisite: Physics 108B or concurrent enrollment, and 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 110L: Conceptual Physics Lab**

1.0 Unit. Prerequisite: Physics 110 or concurrent enrollment. Three laboratory hours weekly.

This laboratory course introduces basic physical laws covered in Physics 110. Experiments revealing basic physical laws are performed with an emphasis on scientific laboratory, experimental, and data-interpretation techniques. (CSU)

**PHYS 139: Selected Topics**

0.5-6 Units. (CSU w/limit)

**PHYS 207A: Mechanics and Properties of Matter**

5.0 Units. Prerequisites: Math 123, and Math 124 or concurrent enrollment. 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 and 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 and 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 and B-3

**PHYS 249: Independent Study**

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

## 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

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](http://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.

**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
<b>And 6 additional units (two courses) from the following:</b>				
ETST	111	History of African Americans (A)		3
ETST	112	History of African Americans (B)		3
ETST	121	History of Latinos in the United States		3
HIST	102	World History II: Evolution of the Modern World		4

HIST	117	History of the United States I	3
HIST	118	History of the United States II	3
POLS	117	The Middle East: a Political Perspective	3
POLS	201	Understanding Globalization	3
POLS	210	War, Peace, and the United Nations	3
POLS	215	Survey of Current Issues	3
<b>TOTAL UNITS</b>			<b>18</b>

## POLITICAL SCIENCE COURSES (POLS)

### POLS 039: Selected Topics (Nondegree Applicable)

0.5-6 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. The course emphasizes national government but provides an understanding of government at the state and local level as well. Students develop insights into the clash of ideas in American politics and how they can influence political outcomes. Political Science 101 is recommended over Political Science 100 for majors in prelegal, social sciences, liberal arts, and teaching. Can also be offered in a distance learning format. (CSU/UC) AA/AS Areas B or F, CSU Area D-8, IGETC Area 4, 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 are related to great political thinkers of the past. New approaches to solve political and social problems are discussed. (CSU/UC) AA/AS Area B, CSU Area D-8, IGETC Area 4

### POLS 104: International Relations

3.0 Units. 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. Can be taken as Economics 125, Ethnic Studies 125, History 125, Political Science 125, or Social Science 125; credit awarded for only one course. 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)

### POLS 139: Selected Topics

0.5-6 Units. (CSU w/limit)

### POLS 201: Understanding Globalization: The Impact of Social, Political, and Economic Change

3.0 Units. No prerequisite. Three lecture hours weekly.

The world is becoming more integrated and interdependent, heightening the need for greater understanding of the impact of globalization on the economy, politics, and society. This interdisciplinary team-taught course explores the new wave of global political, economic, and social change and the opportunities and challenges it brings to states, institutions, and individuals. Focus is upon what the individual will need to know and understand to be an effective participant in these rapidly changing global phenomena. (CSU/UC) AA/AS Area B, CSU Area D-7, IGETC Area 4

### POLS 203: Understanding Terrorism

3.0 Units. No prerequisite. Three lecture hours weekly.

Using lecture, discussion, and video, this course provides an understanding of terrorism from historical, political, ideological,

and religious perspectives. The course examines motivational and organizational aspects of modern terrorism, strategic and tactical responses to terrorist threats, and the impact of terrorism on the political, economic, and legal/constitutional integrity of sovereign states. May 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 introduces the study of diplomacy in international crises, emphasizing the role of the United Nations and other international organizations in processes and politics that prevent war and preserve peace. Students learn to question, analyze, and interpret international news and events to understand the role of negotiation and mediation in international relations. The course also includes optional student participation in the proceedings of a regional Model United Nations. (CSU/UC) AA/AS Area B, CSU Area D-8, IGETC Area 4H

### **POLS 211: Women in American History and Politics**

*3.0 Units. No prerequisite. Can be taken as History 211 or Political Science 211; credit 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; analyzes women's relationship to economic, political, and social processes; explores cultural models of womanhood; and examines how women define themselves and how they have enacted change. 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/UC) AA/AS Areas B, F, or G; CSU Areas D-4, D-6, and D-8; IGETC Area 4

### **POLS 215: Survey of Current Issues**

*3.0 Units. No prerequisite. Can be taken as Political Science 215, Economics 215, or Social Science 215; credit awarded for only one course. 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)

### **POLS 219: The Politics of the United States Presidency**

*3.0 Units. No prerequisite. Three lecture hours weekly.*

This course examines the history, structure, and power relationships that characterize the Presidency of the United States. Using primary source materials, students examine how presidential candidates are chosen, how they become elected, their relationship to a specific political party, and how they lead the government of the United States. Topics include the relationships between the President, the Supreme Court, Congress, the media, and the American public; a theoretical framework for analyzing the experience of several modern

administrations; the influences of interest groups; and the role of the Presidency in international and domestic affairs. (CSU)

### **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, this course focuses on the causes and consequences of America's role in the world during both the Cold War and post Cold War periods. Particular attention is paid to contemporary problems such as globalization, climate change, and terrorism, and how these are influenced by the dynamics of America's history, political culture, and government system. 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: Independent Study**

*1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.*

## **PSYCHOLOGY**

The course offerings are designed to familiarize students with the facts, theories, and contemporary trends in psychology and human development and how these principles can be incorporated into a meaningful understanding of oneself. For students intending to major in psychology, there are several areas of concentration and career options.

### **Career Options**

Activities Director, Administrator, Advertising Account Executive, Art Therapist, Child Psychologist, Clinical Psychologist, Community Mental Health Worker, Correctional Officer, Counselor, Customer Service Representative, Drug/Alcohol Counselor, Employee Relations Specialist, Employment Interviewer/Counselor, Experimental Psychologist, Industrial Psychologist, Manpower Development Specialist, Market Research Analyst, Marriage, Family and Child Counselor, Minister, Personnel Specialist, Probation/Parole Officer, Program Director, Psychiatric Social Worker, Psychiatric Technician, Psychiatrist, Psychometrist, Public Health Educator, Public Relations Representative, Recreation Specialist/Therapist, Rehabilitation Counselor, Research Assistant, Residential Counselor, Sales Representative, School Psychologist, Special Education, Speech Pathologist/Therapist, Statistician, Training Specialist, Welfare Worker, Youth Organization Leader

### **Faculty**

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](http://www.assist.org). Please see a counselor for more information as curriculum requirements may vary among transfer universities.



## A.A.T. IN PSYCHOLOGY - TRANSFER

**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
PSY	110	Introduction to Psychology	3
MATH	115	Probability and Statistics	4
PSY	205	Introduction to Research Methods and Data Analysis in Psychology	3
<b>And one class from the following:</b>			
BIOL	110	Introduction to Biology	3
PE/BIOL	107	Human Biology	3
PSY	114	The Psychology of Human Development: Lifespan	3
<b>And one class from the following:</b>			
PSY/SOC	230	Social Psychology	3
PSY	111	Personality Dynamics and Effective Behavior	3
ANTH	102	Introduction to Cultural Anthropology	3
PSY	112	Child and Adolescent Psychology	3
<b>And one class from the following:</b>			
PSY	140	Marriage, Family, and Intimate Relationships	3
PSY	204	Abnormal Psychology	3
<b>TOTAL UNITS</b>			<b>19</b>

## PSYCHOLOGY COURSES (PSY)

### PSY 039: Selected Topics (Nondegree Applicable)

0.5-6 Units.

### PSY 110: Introduction to Psychology

3.0 Units. No prerequisite. Three lecture hours weekly.

This course examines traditional areas of psychological investigation from a scientific perspective. Topics include scientific methodology, human development, personality, psychological measurement, psychopathology, psychotherapy, motivation, perception, social influences on behavior, cognitive processes, learning, and biological basis of behavior. 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 presents the major theoretical and research perspectives on personality description, development, dynamics, and change. The course examines how these theories and research findings can be effectively applied in our own lives. Topics include the dimensions of personality traits and the development of tests to measure these traits in individuals; factors influencing the day-to-day functioning of individuals including conscious and unconscious motivations, self-concept, self-esteem, and coping mechanisms; how personality is formed including biological factors as well as childhood and adult experiences within families, work, and relationships; considerations of gender and social and cultural influences; and 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. The course examines physiological, social/emotional, cognitive, and personality development from birth through adolescence. Individual and normative views of child and adolescent psychology are utilized. Class topics may 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 examines human development from conception through old age. Physical, intellectual, social, and personality development are included. Emphasis is placed on the continuity of development as well as on individual differences. May also be offered in a distance learning format. (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 125: Psychology of Violence

3.0 Units. No prerequisite. Three lecture hours weekly.

This course examines the psychological bases of violence against self, intimates, associates, and strangers in such diverse settings as the home, workplace, school, streets, and other public places. Theories explaining violent behavior as the result of biology, of shame and low self-esteem, of failures of attachment, empathy, and guilt, of media violence, and of prejudice and hatred are examined. The roles of prisons, drugs, guns, poverty, racism, sexism, homophobia, and mental illness in precipitating violence are assessed. The course emphasizes possible prevention and treatment strategies, including childrearing 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 as Psychology 130 or Physical Education 120; credit awarded for only one course. Three lecture hours weekly.

This course examines the psychological theories and techniques that are applied to sport, exercise and other achievement-related situations. The course emphasizes the enhancement of performance and personal growth of athletes, coaches, and exercise participants. Students also learn mental skills that they can transfer from sport

and exercise settings to their everyday lives. May also be offered in a distance learning format. (CSU)

**PSY 139: Selected Topics**

0.5-6 Units. (CSU w/limit)

**PSY 140: Marriage, Family, and Intimate Relationships**

3.0 Units. No prerequisite. Can be taken as Psychology 140 or Sociology 140; credit awarded for only one course. Three lecture hours weekly.

This course offers students a theoretical and practical understanding of the variety of intimate social and family relationships existing in contemporary society. While the course covers traditional marriage and nuclear family relationships, it also emphasizes other lifestyles, e.g., singles, gay, blended families, etc. Within the context of each lifestyle, topics such as communication, social roles, sexual behavior, decision making, child rearing, and everyday life interaction are covered. (CSU/UC) AA/AS Area B, CSU Area D-7 or E, IGETC Area 4

**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. Can be taken as Psychology 205 or Sociology 205; credit awarded 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 or D-0, IGETC Area 4

**PSY 230: Social Psychology**

3.0 Units. No prerequisite. Can be taken as Psychology 230 or Sociology 230; credit awarded for only one course. Three lecture hours weekly.

This interdisciplinary course covers sociological and psychological approaches to important social phenomena. The diverse topics include altruism; attitude formation and attitude change; conformity; person perception and social labeling; reference groups; social conflict and conflict resolution; human aggression; intergroup processes; intragroup processes; interpersonal attraction; social networks, statuses and roles; and the social development of the self. Includes research methods and theoretical orientations found in social psychology. (CSU/UC) AA/AS Area B, CSU Area D-7, IGETC Area 4

**PSY 249: Independent Study**

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

**PSY 251: Biological Psychology**

3.0 Units. No prerequisite. Can be taken as Psychology 251 or Biology 251; credit 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, CSU Area D-9, IGETC Area 4

**PSY 252: Seminar and Fieldwork Experience**

3.0 Units. No prerequisite. Corequisite: Psychology 110 or 112 or Sociology 110. Can be taken as Psychology 252 or Behavioral Science 252; credit awarded 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 ac-

tive professionals working on license renewal. Upon completing the Real Estate Program, students are eligible for positions in real estate sales offices, banks, savings and loan corporations, title companies, escrow companies, organizations, and as independent real estate brokers.

### Career Options

Appraiser, Escrow Officer, Loan Officer, Mortgage Lender, Property Developer, Property Manager, Real Estate Agent, Real Estate Broker, Real Estate Counselor, Sales Agent

Department Phone: (415) 485-9610

## A.S. IN REAL ESTATE, OCCUPATIONAL

*(Certificate of Achievement also awarded. Skills Certificates in Real Estate Appraisal, Finance, Law, and Property Management also available.)*

Courses are offered at both campuses. Students may take classes at either campus and complete requirements for the major. Real estate brokers and sales persons must also pass an examination given by the State of California, Department of Real Estate. Students who complete only the six real estate courses required for the major (Real Estate 115, 116, 117, 210, 212, and 215) are eligible for the Certificate of Achievement. An Associate in Science degree is awarded for satisfactory performance in major courses (six Real Estate courses listed plus Business 101, 107, and 112) as well as completion of general education and graduation requirements.

**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
<b>Freshman Year</b>			
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
<b>Sophomore Year</b>			
BUS	112	Financial Accounting	4
REAL	210*	Real Estate Finance	3
REAL	212*	Real Estate Appraisal I	3
REAL	215*	Real Estate Economics	3
*Courses required for Certificate of Achievement only.			
<b>TOTAL CERTIFICATE OF ACHIEVEMENT UNITS</b>			<b>18</b>
<b>TOTAL A.S. DEGREE UNITS</b>			<b>28</b>

### 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.

REQUIREMENTS			UNITS
<b>Real Estate Appraisal Skills Certificate</b>			
REAL	115	Real Estate Principles	3
REAL	116	Real Estate Practice	3
REAL	212	Real Estate Appraisal I	3
<b>Real Estate Finance Skills Certificate</b>			

REAL	115	Real Estate Principles	3
REAL	116	Real Estate Practice	3
REAL	210	Real Estate Finance	3

### Real Estate Law Skills Certificate

REAL	115	Real Estate Principles	3
REAL	116	Real Estate Practice	3
REAL	117	Legal Aspects of Real Estate	3

### Real Estate Property Management Skills Certificate

REAL	115	Real Estate Principles	3
REAL	116	Real Estate Practice	3
REAL	218	Property Management	3

## REAL ESTATE COURSES (REAL)

### REAL 039: Selected Topics (Nondegree Applicable)

0.5-6 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 Department of Real Estate requires this course and Real Estate Principles (Real Estate 115), plus one other elective course to be taken prior to sitting for the Real Estate Salesperson's Exam. This course is also one of the eight courses required to sit for the Real Estate Broker's Exam. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)

### REAL 117: Legal Aspects of Real Estate

3.0 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 Units. (CSU w/limit)

### **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: Independent Study**

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

## **SOCIAL SCIENCE**

The social science field is interdisciplinary and designed for students who wish to gain a broader understanding of the social sciences than is possible in a major offered by a single discipline. The aim of the social science major is to provide an opportunity for students who wish to build on the foundation of their general education and become familiar with more than one area of social science.

### **Career Options**

Civil Service Worker, Community Organizer, Educator, Environmental Studies, Foreign Service Worker, Journalist, Management



Trainer, Public Administrator, Researcher, Social Worker, Statistician, Teacher, Urban Planner

#### Faculty

Yolanda Bellisimo, Sandy Boyd, Henry Fearnley, Walter Turner

Department Phone: (415) 485-9630

## SOCIAL SCIENCE COURSES (SSC)

### SSC 039: Selected Topics (Nondegree Applicable)

0.5-6 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 upon understanding organizational structures, developing an ability to effectively implement and evaluate these structures. (CSU)

### SSC 115AL/BL: Leadership and Governance Learning Lab

1-2 Units. Prerequisite: Social Science 115 or concurrent enrollment. For one unit, three independent study hours weekly; for two units, six independent study hours weekly.

This course includes appropriate laboratory assignments regarding service on governance committees. This laboratory will provide students the opportunity to apply critical thought to work experience situations in leadership and governance positions. Laboratory assignments will direct the students to focus upon planning, implementing, and evaluating their work in college/student organizations and governance committees. Combinations of Social Science 115AL and 115BL may be taken a total of four times for credit. (CSU)

### 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. Can be taken as Economics 125, Ethnic Studies 125, History 125, Political Science 125, or Social Science 125; credit awarded for only one course. 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)

### SSC 139: Selected Topics

0.5-6 Units. (CSU w/limit)

### SSC 215: Survey of Current Issues

3.0 Units. No prerequisite. Can be taken as Social Science 215, Economics 215, or Political Science 215; credit awarded for only one course. 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)

### SSC 249: Independent Study

1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.

## 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

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](http://www.assist.org). Please see a counselor for more information as curriculum requirements may vary among transfer universities.

### A.A.T. IN SOCIOLOGY - TRANSFER

An Associate in Arts Degree in Sociology is awarded for satisfactory performance in 19 degree-applicable units in major courses as outlined below.

**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**

			<b>UNITS</b>
SOC	110	Introductory Sociology, Individual and Society	3
MATH	115	Probability and Statistics	4
<b>In addition, select two courses (6 units) from the following:</b>			
SOC	112	Social Deviance and Problems	3
SOC	205	Introduction to Research Methods and Data Analysis in Sociology	3
SOC	114	Global Social Problems	3
<b>In addition, select two courses (6 units) from the following:</b>			
SOC	140	Marriage and Family	3
SOC	184	Criminology (also offered as AJ 204)	3
SOC/PSY	230	Social Psychology	3
<b>TOTAL UNITS</b>			<b>19</b>

**SOCIOLOGY COURSES (SOC)****SOC 039: Selected Topics (Nondegree Applicable)**

0.5-6 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 explores the relationship between individual and group behavior and the nature of societal and institutional influences upon individuals and groups, and the resulting patterns of behavior. The core areas of sociology are covered. 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.

An opportunity to review and analyze some of the most important social problems of the current age from a global perspective, this course centers upon contemporary descriptions of major social conflicts, international disputes, and natural disasters. The course provides sociological models for theoretical consideration and analysis. Topics may include resource war, religious and political terrorism, nuclear proliferation, poverty, population growth and migrations, sexual exploitation, drug smuggling, ecological pollution, and global warming. (CSU/UC) AA/AS Area B, CSU Area D-7, IGETC Area 4

**SOC 139: Selected Topics**

0.5-6 Units. (CSU w/limit)

**SOC 140: Marriage, Family, and Intimate Relationships**

3.0 Units. No prerequisite. Can be taken as Sociology 140 or Psychology 140; credit awarded for only one course. Three lecture hours weekly.

This course offers students a theoretical and practical understanding of the variety of intimate social and family relationships existing in contemporary society. While the course covers traditional marriage

and nuclear family relationships, it also emphasizes other lifestyles, e.g., singles, gay, blended families, etc. Within the context of each lifestyle, topics such as communication, social roles, sexual behavior, decision making, child rearing, and everyday life interaction are covered. (CSU/UC) AA/AS Area B, CSU Area D-7 or E, IGETC Area 4

**SOC 184: Criminology**

3.0 Units. No prerequisite. Can be taken as Sociology 184 or Administration of Justice 204; credit 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 takes a sociological perspective and integrates theories from sociology, criminology, and criminal justice. (CSU/UC) CSU Area D-0

**SOC 205: Introduction to Research Methods and Data Analysis in Sociology**

3.0 Units. Prerequisite: Sociology 110. Advisory: Mathematics 115 or Statistics 115. Can be taken as Psychology 205 or Sociology 205; credit awarded 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 or E, CSU Area D-9 or 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; credit awarded for only one course. Three lecture hours weekly.

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

**SOC 230: Social Psychology**

3.0 Units. No prerequisite. Can be taken as Sociology 230 or Psychology 230; credit awarded for only one course. Three lecture hours weekly.

This interdisciplinary course covers sociological and psychological approaches to important social phenomena. The diverse topics include altruism; attitude formation and attitude change; conformity; person perception and social labeling; reference groups; social conflict and conflict resolution; human aggression; intergroup

processes; intragroup processes; interpersonal attraction; social networks, statuses and roles; and the social development of the self. Includes research methods and theoretical orientations found in social psychology. (CSU/UC) AA/AS Area B, CSU Area D-7, IGETC Area 4

### **SOC 249: Independent Study**

*1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.*

### **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. The many topics to be covered include 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](http://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.

**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
<b>In addition, complete one course from the following:</b>			
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	228C	Advanced Spanish Conversation and Culture through Film	3
SPAN	230A	Culture and Civilization of Spain and South America	3
SPAN	249C	Independent Study C	3
<b>TOTAL UNITS</b>			<b>18 to 19</b>

### **SPANISH COURSES (SPAN)**

#### **SPAN 039: Selected Topics (Nondegree Applicable)**

*0.5-6 Units.*

#### **SPAN 101: Elementary Spanish 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 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.*

A continuing course offering study and practice in speaking, understanding, reading, and writing Spanish, along with exploration of the cultural aspects of the Spanish-speaking world. The three-hour weekly laboratory requirement enhances the student's verbal and comprehension skills through the use of audiovisual materials. Can also be offered in a distance learning format. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 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, un-

derstanding, and correct pronunciation of Spanish, using audiovisual materials depicting everyday situations. (CSU)

**SPAN 112: Conversational Spanish II**

*4.0 Units. Prerequisite: Spanish 110 or equivalent. Three lecture and three laboratory hours weekly.*

A beginning course offering students the opportunity to understand and speak Spanish using elementary grammar. The course is designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar. Students also work on acquiring good pronunciation in Spanish. The three-hour weekly website requirement enhances students' verbal and comprehension skills through listening and speaking. (CSU)

**SPAN 114: Conversational Spanish III**

*4.0 Units. Prerequisite: Spanish 112. Three lecture and three laboratory hours weekly.*

A continuing course offering students the opportunity to understand and speak Spanish using elementary grammar. The course is designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar. Students also work on acquiring good pronunciation in Spanish. The three-hour weekly website requirement enhances students' verbal and comprehension skills through listening and speaking. (CSU)

**SPAN 120: Spanish for Health Care Professionals I**

*3.0 Units. No prerequisite. Three lecture hours weekly.*

This Spanish conversation course is designed for health care professionals and workers who wish to learn Spanish with the goal of applying it in their working environment. No prior knowledge of Spanish is needed. Each lesson is accompanied by a set of listening exercises. Fulfills continuing education requirements for registered nurses. May also be offered in a distance learning format. (CSU)

**SPAN 121: Spanish for Health Care Professionals II**

*3.0 Units. Prerequisite: Spanish 120 or equivalent. Three lecture hours weekly.*

A continuing Spanish conversation course designed for health care professionals and workers who wish to learn Spanish with the goal of applying it in their working environment. Fulfills continuing education requirements for registered nurses. (CSU)

**SPAN 122: Spanish for Teachers**

*3.0 Units. No prerequisite. Three lecture hours weekly.*

This Spanish conversation course is designed for teachers who wish to learn Spanish with the goal of communicating with students and parents in their working environment. No prior knowledge of Spanish is required. Fulfills continuing education requirements for teachers and is useful vocationally. (CSU)

**SPAN 139: Selected Topics**

*0.5-6 Units. (CSU w/limit)*

**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 offers the opportunity for student cultural immersion in a Spanish-speaking country alongside the grammatical study of

Spanish 101, 102, 203, or 204. Both classes are taught by the COM Instructor of Record and include such cultural activities as exploring the cafes and restaurants of Buenos Aires, trips to museums or 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 and 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 and 6: UC Language other than English

**SPAN 204: Intermediate Spanish IV**

*4.0 Units. Prerequisite: Spanish 203 or equivalent. Four lecture hours weekly.*

An intermediate course offering students practice in speaking, understanding, reading, and writing Spanish, primarily in relation to the history and culture of the Spanish-speaking world. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

**SPAN 225: Advanced Spanish I**

*3.0 Units. Prerequisite: Spanish 204 or equivalent. Three lecture hours weekly.*

An advanced course offering students practice in speaking, understanding, reading, and writing Spanish based on the civilization and culture of the Spanish-speaking world. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

**SPAN 226: Advanced Spanish II**

*3.0 Units. Prerequisite: Spanish 225 or equivalent. Three lecture hours weekly.*

An advanced course offering students further practice in speaking, understanding, reading, and writing Spanish based on the civilization and culture of the Spanish-speaking world. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

**SPAN 228A: Advanced Spanish Conversation and Culture Through Film**

*1 Unit. Prerequisite: Spanish 203. One lecture hour weekly per unit.*

This course is designed to introduce traditional and modern trends in Spanish and Latin American film, and to establish connections between sociocultural and political changes in Spanish-speaking countries and their films--the most artistic and expressive medium of the past century. Films are treated as cultural documents that



speak to us about particular social, cultural, literary, and historical aspects of Spanish and Latin American society over time. An intermediate level of Spanish is required, as students will give oral and written presentations in Spanish. The films may vary by semester. (CSU/UC) AA/AS Area C

### **SPAN 228B: Advanced Spanish Conversation and Culture Through Film**

*2 Units. Prerequisite: Spanish 203. One lecture hour weekly per unit.*

This course is designed to introduce traditional and modern trends in Spanish and Latin American film, and to establish connections between sociocultural and political changes in Spanish-speaking countries and their films--the most artistic and expressive medium of the past century. Films are treated as cultural documents that speak to us about particular social, cultural, literary, and historical aspects of Spanish and Latin American society over time. An intermediate level of Spanish is required, as students will give oral and written presentations in Spanish. The films may vary by semester. (CSU/UC) AA/AS Area C, CSU Area C-2

### **SPAN 228C: Advanced Spanish Conversation and Culture Through Film**

*3 Units. Prerequisite: Spanish 203. One lecture hour weekly per unit.*

This course is designed to introduce traditional and modern trends in Spanish and Latin American film, and to establish connections between sociocultural and political changes in Spanish-speaking countries and their films--the most artistic and expressive medium of the past century. Films are treated as cultural documents that speak to us about particular social, cultural, literary, and historical aspects of Spanish and Latin American society over time. An intermediate level of Spanish is required, as students will give oral and written presentations in Spanish. The films may vary by semester. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

### **SPAN 230A: Culture and Civilization of Spain and South America**

*3.0 Units. 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 and 6: UC Language other than English

### **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 and 6: UC Language other than English

### **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) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

### **SPAN 235: Cultural Immersion Studies in a Spanish-Speaking Country**

*0.5 Unit. 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: Independent Study**

*1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.*

## **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  
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](http://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: this degree must be completed by the end of the 2012 summer session.

**Note: Students must complete English 150 for the Associate degree. Transfer students are advised to complete English 150. All students should consult a counselor.**

**REQUIREMENTS**

			<b>UNITS</b>
SPCH	110	Introduction to Speech Communication	3
COMM/JOUN	110	Introduction to Mass Communication and Media Literacy	3
<b>And 15 additional units from the following:</b>			
SPCH	120	Interpersonal Communication	3
SPCH	122	Public Speaking	3
SPCH	128	Intercultural Communication	3
SPCH	132	Argumentation and Persuasion	3
SPCH	140	Oral Interpretation of Literature I	3
SPCH	155	Radio and Television Announcing and Performance	3
SPCH	249	Independent Study	1 to 3
<b>TOTAL UNITS</b>			<b>21</b>

**SPEECH COURSES (SPCH)****SPCH 039: Selected Topics (Nondegree Applicable)**

0.5-6 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.

This course introduces the processes and principles of interpersonal communication in the context of developing relationships. Students examine how the characteristics of each individual (e.g., gender, age, power, culture) and of the environment where the relationship develops can affect the way people communicate. The various communication patterns used in relationship formation and disengagement are also explored. Concepts include perception, attraction, self-disclosure, listening, conflict management, and the patterns and stages in the development of interpersonal communication. Students demonstrate and apply skills through presentations, written reflections, and in-class activities. (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 entertainment speaking. Emphasis is on analyzing the audience, adapting ideas and evidence in support of a thesis, developing language suitable to the occasion, and practicing delivery to effectively convey the message. The course develops critical listening skills through performance and evaluation. (CSU/UC) AA/AS Area E, CSU Area A-1, IGETC Area 1C

**SPCH 128: Intercultural Communication**

3.0 Units. No prerequisite. Three lecture hours weekly.

This introductory course surveys the basic theories and research in the area of intercultural communication, focusing on the application of this knowledge in understanding and improving human interaction in both domestic and international contexts. Students examine the social, societal, structural and historical dimensions of relations

between and among racial, ethnic, and gender groups in contemporary U.S. society and our global community. The course draws from multiple perspectives, through lectures, discussions, reading, independent research, films, presentations, and written and oral assignments. Students develop skills necessary to achieve positive outcomes when communicating with others from diverse cultural, ethnic, racial, and social backgrounds. (CSU/UC) AA/AS Areas C or E, & G, CSU Area D-7, IGETC Area 3B and 4G

**SPCH 130: Small Group Communication**

3.0 Units. No prerequisite. Advisory: English 120 or 120SL. 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 sharpens students' abilities to detect careless inferences and fallacies in oral language. Students 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 Units. (CSU w/limit)

**SPCH 140: Oral Interpretation of Literature I**

3.0 Units. No prerequisite. Three lecture hours weekly.

This course introduces students to the field of oral interpretation of literature, emphasizing awareness and appreciation of prose and poetry, and what happens to the written word when it is read aloud for the listening pleasure of an audience. Recommended for speech and theatre arts majors. (CSU/UC) AA/AS Area C, CSU Area C-2

**SPCH 141: Oral Interpretation of Literature II**

3.0 Units. No prerequisite. Three lecture hours weekly.

This course introduces students to the field of oral interpretation of literature, emphasizing awareness and appreciation of prose and poetry, and what happens to the written word when it is read aloud for the listening pleasure of an audience. Recommended for speech and theatre arts majors. (CSU/UC) AA/AS Area C, CSU Area C-2

**SPCH 155: Radio and Television Announcing and Performance**

3.0 Units. 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: Independent Study**

*1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.*

## **STATISTICS**

Department Phone: (415) 485-9630

### **STATISTICS COURSES (STAT)**

#### **STAT 039: Selected Topics (Nondegree Applicable)**

*0.5-6 Units.*

#### **STAT 115: Introduction to Statistics**

*4.0 Units. Prerequisite: Math 103 or 103G or 103AB 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 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 Units. (CSU w/limit)*

#### **STAT 249: Independent Study**

*1-3 Units. Please see Independent Study category or consult with department. Prior arrangement with instructor is necessary. Three laboratory hours weekly per unit.*

## **STUDY SKILLS**

Department Phone: (415) 485-9345

### **STUDY SKILLS COURSES (STSK)**

#### **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 070-078: Study Skills Workshops**

*Each class: 0.5 Unit. 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.

#### **STSK 070: Evaluation**

#### **STSK 076: Study Techniques**

#### **STSK 077: Adapted Computer Learning**

#### **STSK 078: Acquired Brain Injury**

#### **STSK 161: Seminar for Tutors**

*2.0 Units. No prerequisite. Two lecture hours weekly.*

This course is offered in conjunction with the Tutoring and Learning Center and is designed to train students to become effective tutors at College of Marin. Students learn about the role of a tutor, effective communication, group tutoring strategies, learning styles, and study skills. The course can be offered in lecture, distance learning, or hybrid formats. (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.

Faculty

Sandy Boyd

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 A**

*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, Nursing Education Vocational (Please see Nursing Education category for course listings) and Vocational.

## **BASIC SKILLS (ESBS)**

### **ESBS 3010: GED (General Educational Development)**

#### **Preparation**

*0.0 Unit.*

Do you need a high school diploma for a certain job? Qualification to enter a vocational program? A brush-up to start college? Do you want to show your parents (or kids) that you can do it, or to just feel better about yourself? If so, free help is available. This open-entry GED class lets you enroll at any time during the semester. Pretesting determines your skill levels. An individual study plan focuses on your needs



and goals. Instructor assistance and guidance is available at all listed times. Self-paced improvement removes time pressure. Practice testing assures your readiness. The drop-in Learning Lab allows flexible scheduling.

### **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.

## **DISABLED STUDENTS PROGRAMS AND SERVICES (DSPN)**

---

### **DSPN 5000: Adaptive Movement: Aerobics**

*0.0 Unit.*

This is a dance class designed to meet the needs of disabled adults and physically disabled persons. The class is for beginners and for those who think they can't dance a step. Various styles of dance will be included and music will accompany the warm-ups and routines. Relaxation and stretching exercises will be a part of each class.

### **DSPN 5005: Interpersonal Skills and Guidance for the Disabled 1: Stroke Support**

*0.0 Unit.*

Psychologist works individually and in group setting with students to discover avenues to realize students' best qualities in interpersonal communications and in life situations. Offers special guidance in learning confidence and ways to achieve best potential. Instructor consent required.

### **DSPN 5010: Interpersonal Skills and Guidance for the Disabled 2: Developmentally Delayed Learners**

*0.0 Unit.*

Psychologist works individually and in group setting with students to discover avenues to realize students' best qualities in interpersonal communications and in life situations. Offers special guidance in learning confidence and ways to achieve best potential. Instructor consent required.

### **DSPN 5015: Interpersonal Skills and Guidance for the Disabled 4: Creative Writing Skills**

*0.0 Unit.*

Psychologist works individually and in group setting with students to discover avenues to realize students' best qualities in interpersonal communications and in life situations. Offers special guidance in learning confidence and ways to achieve best potential. Instructor consent required.

### **DSPN 5020: Introduction to Aural Rehabilitation: Management of Hearing Loss**

*0.0 Unit.*

This course is offered to help adults with mild to moderate hearing loss learn new ways to cope with impaired hearing. Family members and interested professionals are encouraged to enroll.

### **DSPN 5025: Community Re-Entry Following Brain Injury Level I**

*0.0 Unit.*

The course focuses on teaching skills that support participants to build connections in the community through increased ability to develop relationships, communicate effectively, manage difficult behaviors, enhance skills and understand limitations.

### **DSPN 5030: Community Re-Entry Following Brain Injury Level 2**

*0.0 Unit.*

The course focuses on teaching skills that support participants to build connections in the community through increased ability to develop relationships, communicate effectively, manage difficult behaviors, enhance skills and understand limitations.

## **VOCATIONAL (VOCN)**

---

### **VOCN 6000: Activity Coordinator State Certification Training**

*0.0 Unit.*

A state-required training course for students interested in working as an "Activity Coordinator" in long term care settings. Topics include psycho-social issues, state and federal regulations, leadership and group dynamics, calendar and program development, medical disorders, dementia, quality of life issues and much more.

Page intentionally left blank.

# FACULTY, MANAGEMENT, STAFF, AND MAPS

# FACULTY AND MANAGEMENT

For a complete listing of phone numbers and email addresses, check the online employee directory at [www.marin.edu](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  
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

## **LYDA BEARDSLEY**

Director of Child Development Program  
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**

Child Development Program  
A.A., Northern Essex Community College  
B.A., Sonoma 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  
M.A., New School for Social Research  
Ph.D., New York University

## **NORA BOWEN**

Child Development Program  
B.A., 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

## **BECKY BROWN**

Biology  
B.S., University of California, Davis  
M.S., California State University, Long Beach

## **JESSICA BURTON**

Anthropology, Behavioral Sciences  
M.A., University of California, Davis

## **CARMEN CARROUCHE**

Nursing Education  
B.A., California State University, Los Angeles  
M.A., Pepperdine University  
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

## **PAUL CHRISTENSEN**

Sociology  
B.A., M.A., San Francisco State University

## **DAVID COOK**

Director of Financial and Career Aid Programs  
B.S., Humboldt State University  
M.A., California State University, Chico

## **DAVID WAIN COON**

Superintendent/President  
B.A., Central Washington University  
M.A., Western Washington University  
Ed. D., Seattle University

## **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

## **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**

Child Development Program  
A.S., College of Marin

## **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

## **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 State University

## **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

## **DONALD J. FOSS**

Geology, Geography  
B.S., M.S., Boise State University

## **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



**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

**RICHARD C. HALL**

Art  
B.A., California State University, Long Beach  
M.F.A., California College of Arts and Crafts

**AL HARRISON**

Vice President of College Operations  
Certified Public Accountant  
A.A., Miami Dade Community College  
B.S., Florida Atlantic University  
M.B.A., St. Mary's College of California

**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

**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

**CHIALIN HSIEH**

Director of Planning, Research, and Institutional Effectiveness  
Ed.D., M.A., M.M., B.M., Western Michigan University  
B.A., Chinese Culture University, Taiwan

**JOHN P. JACOB**

Mathematics  
A.B., M.A., Ph.D., University of California, Berkeley

**CAROL JOHNSON**

Health Sciences  
B.S., University of California, San Francisco

**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

**KRISTI KUHN**

Dance  
B.F.A., Towson State University  
M.F.A., University of California, Irvine

**WARREN LAGER**

Physical Education  
University of California, Los Angeles  
University of California, Berkeley and Berkeley EXT.  
San Francisco State University

**JEANNIE LANGINGER**

Nursing Education  
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 (unaccredited)

**JASON LAU**

Director of Community Education, Lifelong Learning and International Education  
B.A., M.A., University of Northern Iowa  
Ph.D., University of Iowa

**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 Education  
B.S., Columbia University  
M.P.A., California State University

**MITCHELL LEMAY**

Chief of Police  
B.A., St. Mary's College

**DEBRA LYNN LEWIS**

Director of Health Sciences, Interim  
B.S., California State University, Stanislaus  
M.S., St. Louis University  
Ed.D., University of Southern California

**JENNIFER LOESER**

Chemistry  
B.A., Harvard University  
Ph.D., University of California, Berkeley

**ARTHUR LUTZ**

Machine and Metals Technology  
B.A., Bard College

**ALEXANDRA MAGALLANES-RIVERA**

Counseling  
B.A., University of California, Santa Cruz  
M.A., San Diego State University

**JANEATTE MALOUF**

Child Development Program  
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

**COLLEEN MARLOW**

Physical Sciences  
Ph.D., University of Oregon  
B.S., California Polytechnic State University

**JOHN MARMYSZ**

Philosophy  
B.A., M.A., Sociology, San Francisco State University  
Ph.D., University of Buffalo

**DIKRAN J. MARTIN**

Psychology  
A.B., San Francisco State University  
M.A., Ph.D., University of California, Berkeley

**LAURA MCCARTY**

Director of Modernization  
B.S., University of California, Irvine  
M.S., Stanford University

**SARA MCKINNON**

English as a Second Language Noncredit  
B.A., University of California, Berkeley  
M.A., San Francisco State University

**KENNETH MEIER**

Vice President of Student Learning  
B.A., University of California, Los Angeles  
M.A., University of California, Irvine  
Ph.D., University of Arizona, Tucson

**PAMELA MIZE-KURZMAN**

Counseling  
M.A., B.S., University of California, San Francisco

**EMILY MONSOUR**

Child Development Program  
B.A., University of California, Davis

**HELEN MORALES**

Child Development Program

**LUZ MORENO**

Counseling  
B.A., Sonoma State University  
M.A., Sonoma State University  
Ed.D., University of California, San Francisco

**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

**MARSHALL NORTHCOTT**

Director of Information Technology  
B.S., Lock Haven University of Pennsylvania

**PATRICIA O'KEEFE**

Speech  
B.A., M.A., San Francisco State University

**LAURIE ORDIN**

Mathematics  
B.A., Wayne State University  
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

**MARY PIPER-WARREN**

Nursing Education  
B.A., University of California, Los Angeles  
A.S., College of Marin

**CESAR POMAJULCA**

Medical Assisting  
M.D., San Marcos University, Lima, Peru

**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

**CHERYL ROGOW**

Physical Education  
B.A., Cornell University  
M.A., University of North Carolina  
M.A., Ed.D., West Virginia University

**YOLANDA ROSSI**

Child Development Program

**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

**DAVID SNYDER**

Dean of Arts and Humanities  
B.A., Evergreen State College  
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

**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 of California  
M.A., San Francisco State University

**SANDI WELDON**

Dance  
B.A., Montclair State College  
M.A., 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  
M.A., San Francisco State University  
Ph.D., Stanford University

**CLASSIFIED MANAGERS****MARGARET ISOZAKI**

Director of Fiscal Services  
A.A., San Joaquin Delta Community College  
B.A., University of California, Berkeley

**CATHY SUMMA-WOLFE**

Director of Communications and Community Relations  
B.S., University of Phoenix  
M.B.A., California State University, Monterey Bay

**CARI TORRES-BENAVIDES**

Director of Academic Services and Articulation  
B.A., M.A., Humboldt State University

**SUPPORT STAFF****EILEEN ACKER**

Administrative Assistant to the Dean of Arts and Humanities  
B.A., California State University, Sacramento

**SCOTT AMOS**

Gardener, Maintenance and Operations

**KATHLEEN ARIMA**

Bookstore Clerk  
A.A., Monterey Peninsula College

**JANICE AUSTIN**

Transfer and Career Center  
A.A., Scottsdale Community College  
B.A., M.F.A., Arizona State University

**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

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

B.S., University of California, Berkeley, Davis

**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

**JULIE BREAKSTONE**

Human Resources Technician

B.A., San Diego State University

**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

**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

**DIANNE FAW**

Administrative Assistant to the Dean of Math and

Sciences

**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

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

**MICHELLE GREITZER**

Accountant

B.A., University of California, Davis

**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

**HEATHER HOLLIDAY**

Administrative Assistant to the Director of Maintenance and Operations

**M. THOMAS HUDGENS**

Curriculum and Articulation Technician, Office of Instructional Management  
A.A., Deep Springs College  
B.A., Cornell University

**ANDREA HUNTER**

Financial Aid Specialist  
B.S., University of Phoenix  
M.P.A., California State University, Dominguez Hills

**LINDA HYLAND**

Office Technician, Child Development Program and Intensive English Program  
B.A., Sonoma State University

**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 of Student Development and Special Services  
B.M., Mount Saint Mary's College

**KATHLEEN JOYNER**

Administrative Assistant to the Vice President of College Operations

**MARYANN KAEHLER**

Systems Support Administrator,  
Information Technologies

**DANIEL A. KEENER**

Custodian, Maintenance and Operations  
A.A., College of Marin

**MAURICE KIDD**

Custodian, Maintenance and Operations

**THELMA KIDD**

Office Technician, Admissions and Records

**KI-EL**

Bookstore Clerk

**DEVON KINKA**

Human Resources Specialist/Administrative Assistant  
B.S., California State University, Chico

**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

**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

**DEBRA LEWIS**

Interim Director of Health Sciences

**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

**DAVE 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 MULDOWNNEY**

Human Resources Specialist

**MINA NAMVAR**

Administrative Assistant, English/Humanities, Communications, ESL Credit, Modern Languages

**DONG NGUYEN**

Systems Analyst, Information Technologies  
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., Dominican University of California  
M.A., Golden Gate 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., College of Marin

**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

**ANNA PILLOTON**School Relations and Outreach Coordinator,  
Student Development and Special Services  
B.A., University of Chicago**JOANNA PINCKNEY**

Administrative Assistant, Music

**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

**MONICA RUDOLPH**Administrative Assistant, Math and Sciences  
B.A., University of California, Los Angeles**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**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**CAROL SCIALLI**Administrative Assistant to the Vice President, Student Learning  
B.A., Rider University**SUSAN SCOTT**Administrative Assistant, Counseling  
Certificate of Achievement, 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

**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

**SHANNON TIMPANE**Health Services Assistant  
B.A., San Francisco State University  
B.A., D.A., Oxford University Program**PATRICIA TORRES**Testing Center Coordinator  
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

**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, Outreach and School Relations  
B.F.A., M.F.A., California College of Arts and Crafts

**XENIA ZARREHPARVAR**

DSPS Support Services Technician,  
Disabled Students Program

## COLLEGE RETIREES 2010-2011

The College recognizes, remembers, acknowledges, and appreciates the following people for their years of dedication and service:

**FRANCINE ALLEN**  
**MICHAEL BRAILOFF**  
**VICTORIA COAD**  
**ROBERT FLYNN**  
**KATHRYN FRESCHI**  
**JANICE GOUCHER**  
**IRIS GREGOIRE**  
**ROZ HARTMAN**  
**CAROL LACY**  
**CHARLES LACY**  
**DARRYL KESECKER**  
**VICTOR MINASIAN**  
**BARBARA ST. JOHN**  
**DANIEL WIDGER**

In Memoriam:

**MARK GORRELL**  
**CHARLES WILLIAMS**

## 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](http://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 Committees assist College of Marin in providing curriculum in pace with advancements in business and industry.

**AUTOMOTIVE COLLISION REPAIR TECHNOLOGY**

Blake Andros  
Mark Barrall  
Laura Bertolli  
Ken Boatright  
Frank Jandura  
Steve Klunk  
Gary Kramer  
Peter Loeffler  
Tony Lofrano  
Rod Mettner  
John Nirenstein  
Ron Palmer  
Rhody Ringrose  
Nanda Schorske

**AUTOMOTIVE TECHNOLOGY**

Phil Aldrich  
Fred Arnold  
Fred Burton  
Yan Dargence  
R. Davis  
Ken DeMartini  
Jon Folkes  
Mike Gallop  
Mike Gomez  
George Hritz  
Gary Kramer  
Geoff Lakritz  
Ed Landman  
Peter Loeffler  
Dave Maffei  
Ron Palmer  
Paul Rilla  
Nanda Schorske  
Dan Silin  
Mike Sousa  
Dave Wendt  
Arthur R. Yee  
Dan Zaich

**BUSINESS OFFICE SYSTEMS**

Peter Dempsey  
Ellie Klevens  
Tom Millard  
Josette Molloy  
Carol Perez  
Michael Ransom  
Nanda Schorske  
Brian Wilson  
Dan Zaich

**COMPUTER INFORMATION SYSTEMS**

John Hall  
Harry Heim  
John Hinds  
Ross Millerick  
Michael Ransom  
Alan Ritchie  
Nanda Schorske  
Gregory Smith  
Brian Wilson

**COURT REPORTING**

Kristin Acredolo  
Sandy Carranza, CSR  
Debbie Fuqua, CSR  
Frederick Galten, CSR  
Carol-Joy Harris, CART  
Lorrie Marchant, CSR  
Nanda Schorske  
Kim Schroeder, CSR  
Paula Shi, CSR  
Sharon Vartanian, CSR

**DENTAL ASSISTING: REGISTERED**

Eric Berger, DDS  
 Cristy Burton, RDA  
 Daniel Freeman, DDS  
 Monica Garnache, DDS  
 Rosemarie Goldstein, DDS  
 Grace Hom, CDA, RDAEF  
 Maria Maldonado, RDA  
 Elizabeth Larochelle  
 Violeta Castro Rodriguez, RDA  
 Kathleen Rooney  
 Nanda Schorske  
 Marianne Sullivan, RDA  
 Ama Trovar-Seligman, RDA  
 Juanita Tyree  
 Marlene Wilgis  
 Frances Yankie, DDS

**EARLY CHILDHOOD EDUCATION**

Lyda Beardsley  
 Jennifer Bell  
 Maureen Biggart  
 Iris Bradford  
 Marty Daly  
 Mary Delgado  
 Shaquam Edwards  
 Janet Egiziano  
 Betsy Fox  
 Aideen Gaidmore  
 Sarah Johnson  
 Susanne Kreuzer  
 Barbara Levinson  
 Debra Lewis  
 Betty Rappaport  
 Amy Reisch  
 Karen Robinson  
 Susan Saunders  
 Nanda Schorske  
 Heidi Tanski  
 Kay Wernert  
 Heidi Willetts  
 Dan Zaich

**ENVIRONMENTAL LANDSCAPING**

Will Becker  
 Rachel Brand  
 Liza Buckner  
 Charlene Burgi  
 Stacey Carlsen  
 Dan Carney  
 Marilee Eckert  
 Quinn Ellis  
 Brigid Flagerman  
 Edward Hulme  
 Wendy Johnson Rudnick  
 Glenn Keator  
 Ginny Kuhel  
 Chris McNairy  
 Johan Niklasson  
 David Penry  
 Nanda Schorske  
 Paul da Silva  
 Heather Simon  
 Michael Smith  
 Steve Swain  
 Henry Wallace  
 Betty Young

**MACHINE AND METALS TECHNOLOGY**

Richard Briare  
 Kyle Cooper  
 Mark Deines  
 James Duer  
 Dan Haulot  
 Arthur Lutz  
 Joe Osborn  
 Ron Palmer  
 Steve Peterson  
 Nanda Schorske  
 Doug Walters

**MEDICAL ASSISTING**

Laura Allwelt  
 Jennifer Chang  
 Letta Hlavachek  
 Debra Lewis  
 Diana Matthews  
 Becky McCarthy  
 Julie Miller  
 Bev Muller  
 Nia Papadakis  
 Cesar Pomajulca  
 Elizabeth Salazar  
 Nanda Schorske  
 Dr. Jeffrey Stephensen

**MULTIMEDIA STUDIES**

Jeff Abouaf  
 Daniel Ari  
 MaryGale Beyer  
 James Gonzalez  
 Bill Russel  
 James Helmer  
 Jazmine Loiselle  
 David Maxwell  
 Mike Starkey  
 Nanda Schorske  
 Derek Wilson

**NURSING EDUCATION: REGISTERED**

Kellie Allen  
 Alex Agbay, RN  
 Sally Bull  
 Carmen Carrouche  
 Liz Close, RN  
 Margaret Fink  
 Tony Fiorello, RN  
 Rosalind Hartman, RN, MS  
 Molly Johnson  
 Mary Kirkwood  
 Jeannie Langer  
 Sara Lefkowitz  
 Debra Lewis  
 Mary Pieper-Warren  
 Jennifer Porter  
 Julie Pucinelli  
 Diane Ridley  
 Taira Roder  
 Jo Ruddie  
 Nanda Schorske  
 Linda Todd  
 Vicki White  
 Enea Zolezzi

The map shows the College of Marin Kentfield Campus. Key features include:

- Streets:** Kent Avenue, College Avenue, Sir Francis Drake Blvd., and Laurel Avenue.
- Buildings:** SC (P1 - BELOW), P7, P6, P12, P10, P13, P11, PV, PE, P15, P9, MS2, MS3, SS, FH, PA, FA, LC, P5\*, BC, HC, OH, AC, TB1, HEALTH TB, P2, P16\*, P17\*, P1.
- Construction Zones:** Two areas labeled "CONSTRUCTION ZONE" with diagonal hatching.
- Parking Lots:** P1 through P17, with P3, P5, P16, and P17 marked with an asterisk (\*).
- Other Features:** A compass rose pointing North, a wheelchair icon near building P6, and a "POOLS" area near building P12.

**COLLEGE OF MARIN**  
**KENTFIELD CAMPUS**

\*PARKING LOTS 3, 5, 16 & 17 ARE STAFF ONLY



# INDIAN VALLEY CAMPUS MAP

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

Emergency: 911  
Urgent: 415.485.9696  
IVC Police Business: 415.883.3179

## 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.

## BUILDING 27 (MAIN BUILDING)

Student Services (Rooms 103-109)  
Admissions Financial Aid, Counseling  
EMT (Room 112)  
General Classrooms (Rooms 116, 118)  
Food/Drink/Vending Machines (Room 121)  
Media Resource Center (Room 124)  
Computer Classroom (Room 125)  
Multi-Media Rooms (129-131)

## Second Floor:

Medical Assisting (Room 219)  
Dental Assisting (Room 2, 220 & 224)  
Court Reporting/General Classrooms  
(Rooms 228, 229, 233)

## POMO (PM)

1. Transportation Technology Complex  
Auto Collision Repair Lab
2. Transportation Technology Complex  
Auto Technology Lab
3. General Classrooms, Labs, Offices, and  
Vending Machines  
(Rooms 150-154, 250-263)
4. Machine and Metals Tech (Rooms 160-175)
5. Marin Simulation Center (Rooms 180-189)
6. General Classrooms/Labs/Offices  
(Rooms 100-119, 200-218)
7. General Classrooms, Offices and Computer Labs  
(Rooms 190-199)

## ADMINISTRATIVE SERVICES (AS)

8. Fiscal Services, Workforce Dev., and Child Dev.
9. Fiscal Services, College Operations
10. Emeritus Meeting Room/Swinerton Office
11. Information Systems Center
12. Child Development Program: Classroom, Children's  
Center, and Early Head Start Infant Toddler Center

## MIWOK (MW)

13. Offices/General Classrooms (Rooms 120-122, 226)
14. General Classroom/Computer Lab (Rooms 140-144)
15. Conference Center/Lecture/Board Meetings  
(Room 181)  
Dance Room (Room 170)
16. General Classrooms/Offices/Env. Landscape/Center  
for Sustainable Horticulture  
(Rooms 101-117, 202-217)

## BUILDING #17

17. Career Study Center/Math, English, and  
Computer Labs

## OHLONE (OL)

18. Computer Labs (Rooms 120-135)
19. General Classrooms/Labs/ Offices/Comm. Ed/  
(Rooms 141-164, 202-223)
20. Classrooms

## POOL

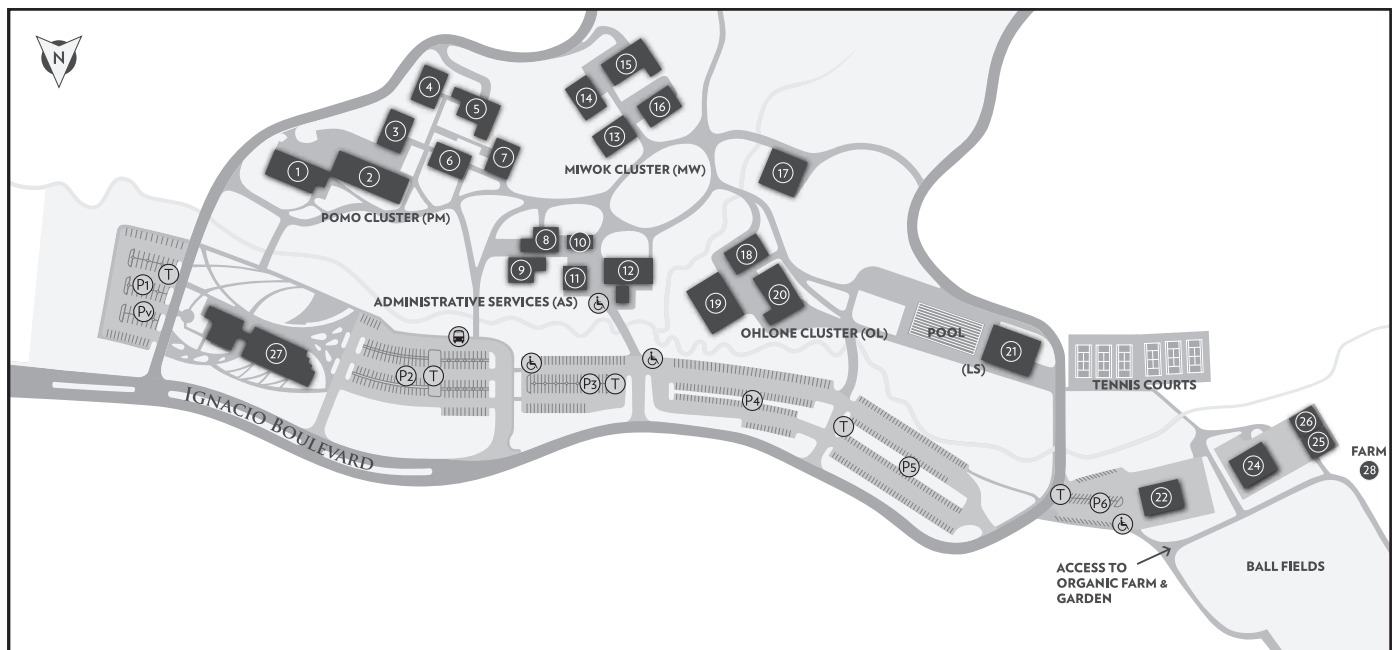
21. Shower/Locker Bldg./Drink Vending Machine

## POLICE

22. Campus Police/Corporation Yard
24. Maintenance
25. Greenhouse
26. Shade Structure
28. Organic Farm and Garden

## RESTROOMS:

Buildings 5, 6, 9, 11, 13, 15, 17, 19, 20



Page intentionally left blank.

**INDEX****A**

Academic  
     Information 20  
     Programs 9  
     Renewal 23  
 Academic Records  
     Access to 29  
     Challenge of 29  
     Student Rights 29  
 Accounting 93  
 Accreditation 9  
 Adding Classes 16  
 Administration of Justice  
     Advanced Placement 27  
     Courses 61  
     Program 60  
 Administrators, College 9  
 Admissions  
     International Student 14  
     Policy 14  
 Advanced Placement  
     Chart 26  
     Test 54  
 Advisories 15, 60  
 Alcohol-Free Policy 38  
 Alpha Sigma 34  
 Alumni Association 232  
 American Sign Language  
     Courses 62  
     Program 62  
 Analytical Thinking 43  
 Animation Skills 181  
 Anthropology  
     Courses 63  
     Program 62  
 Applied Design 67  
 Architecture  
     Courses 65  
     Program 64  
 Art  
     Courses 68  
     Program 66  
 ASL (American Sign Language) 62  
 Assaults on Campus 38  
 ASSIST (Articulation Website) 50  
 Associate in Science (A.S.) 44  
 Astronomy  
     Courses 76  
     Program 76  
 Athletic, Intercollegiate  
     Program 206  
 Attendance 20  
 Automotive Collision Repair Technology  
     Courses 77  
     Program 76

Automotive Technology  
     Advanced Placement 27  
     Courses 83  
     Program 80

**B**

Ballet 116  
 Basic Skills 10, 47, 222  
     Classes 22  
     Programs 35  
 Behavioral Science 45  
     Courses 86  
 Biology  
     Courses 87  
     Program 86  
 Board of Governors Fee Waiver (BOGW) 18  
 Bookstore 32  
 Business  
     Administration 93  
     Courses 95  
     General 94  
     Management 94  
     Program 93  
 Business and Information Systems  
     Advanced Placement 27  
     Labs 32  
 Business Office Systems  
     Courses 97  
 Bus Service 33  
 Buy-back Policy, Bookstore 32

**C**

Calendar  
     Community Education Program 8  
 California Residency 14  
 California State University (CSU)  
     General Education 51  
     IGETC 53  
     Lower Division Transfer Admission 50  
     Required Placement Tests 50  
     Transcripts 51  
     Transferable Marin Courses 52  
     Upper Division Transfer Eligibility 50  
 Cancellation of Programs/Classes 17  
 CARE 34  
 Career  
     Certificate Programs 47  
     Employment Center 35  
     Transfer Center 36  
 Catalog Rights 42  
 Certificate of Achievement 47  
     Awarding 42  
 Certified Shorthand Reporter 111  
 Challenge of Records 29  
 Changes 20  
 Chemistry  
     Courses 100  
     Program 99

Children's Centers 32  
 Chinese  
     Courses 101  
     Program 101  
 Choreography 116  
 Classes with Time Conflicts 17  
 Classified Managers 228  
 Class Schedule 10  
 CLEP 27  
 College  
     Honor Societies 32  
     Skills 102  
 College of Marin  
     Accreditation 9  
     History 8  
 Communications  
     Courses 103  
     Program 102  
 Communication Studies 45  
 Community Education 10  
     Program Calendar 7  
 Computer Centers 32  
 Computer Information Systems  
     Courses 105  
     Program 104  
 Computer Science  
     Courses 108  
     Program 108  
 Conduct 37  
 Consecutive Semesters 21  
 Cooperative Agencies Resources for Education (CARE)  
 34  
 Corequisites 15, 60  
 Counseling 34  
     Courses 110  
     Program 109  
 Course  
     Numbering System 60  
 Court Reporting  
     Courses 112  
     Program 110

**D**

Dance  
     Courses 116  
 Degree  
     Awarding 42  
     Programs 42  
 Dental Assisting: Registered  
     Courses 121  
     Program 119  
 Digital Printing 181  
 Directed Study 124  
 Directory Information 29  
 Disabled Students 34, 223  
     Parking 33  
     Program 34  
 Discriminación positiva 11  
 Dismissal 21

Distance Learning 33

Drama

Courses 124

Program 124

Dropping Classes 16

Drug-Free Policy 38

## E

Early Childhood Education

Advanced Placement 27

Courses 129

Economics

Courses 133

Education

Courses 134

Program 133

Electrical/Performance Technician 81

Electronics Technology

Courses 134

Program 134

Eligibility for Financial Aid 19

Engineering

Courses 136

Program 135

English

Courses 138

English Skills Courses 138

Nontransferable Courses 139

Program 137

Transferable Courses 140

English as a Second Language

Credit 10, 102, 145

English Skills 102, 138

Intensive English Program 11

Noncredit 10, 102, 143

Program 143

Environmental Landscaping

Program 147

EOPS 34

Equivalent Course Work 60

Ethnic Studies

Courses 150

Program 150

Examinations 23

## F

Faculty and Management 226

Federal Grants 19

Fees

Type and Amount 17

Filmmaking 152

Film/Video

Courses 152

Program 151

Final Grade 21

Financial Aid 19

Available Programs 19

Determination of Need 19

Eligibility 19

Fire Technology

Program 154

Forged/Altered Transcripts 28

Forged Signatures 28

Free Application for Federal Student Aid (FAFSA) 19

French

Courses 155

## G

G.E.D. Preparation 10, 35

General Education 42

CSU Transfer 50

Philosophy 42

Geography

Courses 156

Program 156

Geology

Courses 158

Program 157

Grade

Changes 23

Incomplete 21

In Progress 21

Point Average 21

Points 20

Symbols 20

Grading 20

Systems 60

Graduation

Application for 42

Requirements 42

Guaranteed Admission Transfer Contracts 53

## H

Health Education

Courses 161

Program 160

High School

Articulation 27

Credit 20

History

Courses 162

Program 162

History of the College 8

Honor List 23

Honor Societies 34

How to Use This Catalog 8

Humanities 45

Courses 165

Program 164

## I

IGETC 53

Certification 54

Independent Study

Program 166

In Progress Grades 21

Intensive English Program 11

Intercollegiate Athletic Program 206, 207

Interdisciplinary Degree Programs 44

Intersegmental General Education Transfer Curriculum (IGETC) 53

Italian

Program 166

## J

Japanese

Program 168

Jazz Dance 116

Journalism

Courses 169

Program 169

## L

Landscape

Construction 147

Maintenance 147

Language Arts 45

Library

Courses 170

Program 170

## M

Machine and Metals Technology

Courses 171

Program 170

Machine Shorthand Option 111

Marin Education Fund Grants (MEF) 19

Mass Communications 103

Master Collision Repair 76, 77

Master Repair Technician 81

Mathematics

Courses 172

Program 172

Matrícula abierta para todos 11

Medical Assisting

Administrative 177

Clinical 177

Courses 178

Program 176

Midterm Grade 21



**Military**

- Credit 25
- Fee Exemption 20
- Units 28
- Withdrawal 18

**Modern Dance 116****Motorcycle Parking 33****Multimedia Studies**

- Labs 32
- Program 180
- Specialties 180, 181

**Music**

- Courses 185
- Program 184

**N****Natural History 87****Natural Science 45****Noncredit Courses**

- Program 222

**Nonrepeatable Courses 22****Números de Teléfono Importantes 11****Nursery Management 147****Nursing Education 188**

- Courses 197
- Enrollment Procedures 189, 193
- Noncredit Courses 200
- Program 188
- Substitution of Prerequisites 16, 190, 194

**O****Occupational Program Certificate 47****Oportunidades Educativas 11****P****Parking 33**

- Disabled 33
- Student Permits 33

**Pass (P)/No Pass (NP) 21****Performing Arts 36****Philosophy**

- Courses 201
- Program 201

**Physical Education**

- Courses 202
- Program 201

**Physical Sciences 46****Physics**

- Courses 207
- Program 207

**Placement Tests 50****Political Science**

- Courses 209
- Program 208

**Prerequisite Challenges 60****Prerequisites 15, 60****Probation 21****Psychology**

- Courses 211
- Program 210

**Pueden producirse cambios sin previo aviso 11****R****Radiology Safety 120****Real Estate**

- Courses 213
- Program 212

**Records 28**

- Access 29
- Review and Challenge 29
- Student Rights 29
- Types and Locations 28

**Reduced Fees 15****Registered Nursing 16, 188****Registration**

- Fees 17
- Priority 16
- Where to Register 16

**Repeatable Courses 22****Report Delayed Grade 21****Residency**

- Adjustments 15
- Appeals 15
- Requirements 14

**S****Scholarships 20****School Relations 35****Science Center Computer Labs 32****Screenwriting 152****Sexual Assault 38****Sigma Nu 34****Skills Certificates 47****Smoking 38****Social Science 45**

- Courses 215
- Program 214

**Sociology**

- Courses 216
- Program 215

**Sound and Video Design 180****Spanish**

- Courses 217
- Program 217

**Speech**

- Courses 220
- Program 219

**Standards**

- For Dismissal 24
- For Probation 23

**State Grants 19****Statistics**

- Courses 221
- Program 221

**Student**

- Affairs 36
- Conduct 37
- Identification Number 14
- Loans 20
- Newspaper 36
- Puente Program 35
- Success Workshop 16
- Testing 35
- Units and Hours 60

**Study Skills 221**

- Courses 221

**T****Tax Credit 20****Transfer**

- Admission Requirements 50

**Tutoring and Learning Center 36****U****United States History Requirement 51, 56****Unit Load 17****Units 20, 60****University of California (UC)**

- Guaranteed Admission Transfer Contracts 53
- IGETC 53
- Lower Division Transfer 53
- Transfer Eligibility Requirements 53

**V****Veterans**

- Dependents 18
- Educational Benefits 20
- Work Experience 222

**Visual and Performing Arts 46****W****Wireless Access 33****Withdrawal 21****Work Experience Education**

- Courses 222
- Information 222

**"W" Symbol 22**

**Page intentionally left blank.**