Catalog

2012/2013

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,

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)
Philip J. Kranenburg, Member	To 2015 (since 2003)
Eva Long, Ph.D., Vice President	To 2015 (since 1999)
James S. Namnath, Ph.D., Clerk	To 2015 (since 2007)
Stephanie O'Brien	To 2015 (since 2012)
Wanden Treanor, Member	To 2013 (since 1996)
Scott Blood, Student Trustee	To 2013 Academic Year (since 2012)

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This catalog is in effect from fall 2012 through summer 2013. Consult other official campus publications for updates.

Kentfield Campus
835 College Avenue
Kentfield, CA 94904

Indian Valley Campus
1800 Ignacio Boulevard
Novato, CA 94949

Tel: (415) 457-8811
www.marin.edu

WHY ENROLL AT COLLEGE OF MARIN?

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

- Transfer to a university and earn a baccalaureate degree 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.

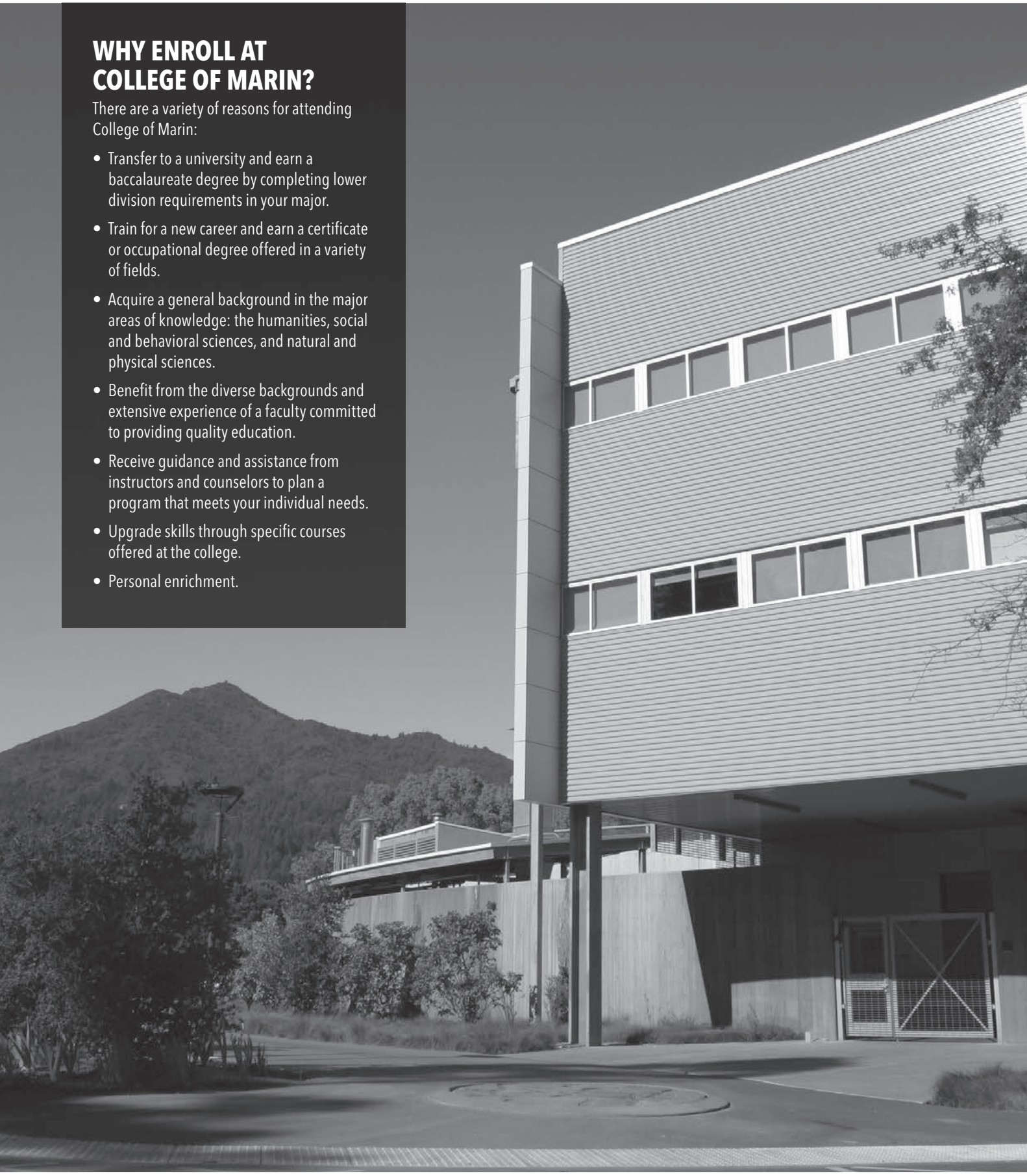

TABLE OF CONTENTS

SECTION 1

GENERAL INFORMATION

SECTION 2

ADMISSIONS, REGISTRATION, AND ACADEMIC INFORMATION

SECTION 3

STUDENT SERVICES

SECTION 4

GRADUATION AND DEGREE REQUIREMENTS

SECTION 5

TRANSFER INFORMATION

SECTION 6

COURSE DESCRIPTIONS

SECTION 7

FACULTY, MANAGEMENT, STAFF, AND MAPS

SECTION 1

GENERAL INFORMATION

FALL SEMESTER 2012 ACADEMIC CALENDAR

Beginning August 22 and Ending December 21. Saturday Classes Beginning August 25 and Ending December 15.

JULY

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

AUGUST

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SEPTEMBER

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30						

OCTOBER

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NOVEMBER

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DECEMBER

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23	**24**	**25**	**26**	**27**	**28**	**29**
30	**31**					

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

August 21

California Residency Determination Date

August 22
FALL INSTRUCTION BEGINS – Day and Evening Classes

August 22 – September 7 in-person, September 9 on-line
Classes may be added with Add Authorization Code (obtain from instructor)

August 25
First day of Saturday classes

August 31 – October 31
File application for Fall graduation: Associate Degree and Certificate of Achievement

SEPTEMBER 3
Holiday (Labor Day)–no classes–COLLEGE OFFICES CLOSED

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

September 5
Last day for dismissed students to file a Petition to Return

September 14
Last day to drop a full-term class without a W symbol

September 21
Last day to file a Petition to Add a Class Late

September 24
Last day to request Pass (P) No Pass (NP) grade

October 19
End of midterm period

October 26
Midterm grades available at http://mycom.marin.edu

NOVEMBER 12
Holiday (Veterans Day)–no classes–COLLEGE OFFICES CLOSED

November 16
Last day to drop a full-term class with W symbol

NOVEMBER 22 – 25
Thanksgiving break–no classes–COLLEGE OFFICES CLOSED

November 30
Last day for accepting International Student Applications for Spring 2013

December 14
Last day of classes before final examinations

December 15
Final examinations for Saturday classes

December 17– 21
FINAL EXAMINATIONS

December 21
Last day to remove an Incomplete received from the previous term

DECEMBER 22 – JANUARY 14
Winter break–no classes

January 8
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.*

SPRING SEMESTER 2013 ACADEMIC CALENDAR

Beginning January 14 and Ending May 23. Saturday Classes: Beginning January 19 and Ending May 18

JANUARY

		1	**2**	**3**	**4**	**5**
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27	28	29	30	31		

FEBRUARY

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31						

APRIL

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28	29	30				

MAY

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19	20	21	22	23	24	25
26	**27**	28	29	30	31	

JUNE

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23	24	25	26	27	28	29
30						

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

January 13
California Residency Determination Date

January 14
SPRING INSTRUCTION BEGINS – Day and Evening Classes

January 14 – February 1 in-person, February 3 on-line
Classes may be added with Add Authorization Code (obtain from instructor)

January 19
First day of Saturday Classes

January 21
Holiday-COLLEGE OFFICES CLOSED

January 28
Last day to drop or reduce course work to qualify for a refund of enrollment fee, nonresident and international student tuition

February 4 – March 15
File an application for Spring graduation: Associate Degree and Certificate of Achievement

February 8
Last day to drop a full-semester class without a W symbol

FEBRUARY 15 – 18
Holidays (Presidents Day weekend) – no classes – COLLEGE OFFICES CLOSED

February 19
Last day to file a Petition to Add a Class Late

February 22
Last day to request Pass (P) No Pass (NP) grade

March 1
Deadline for Cal Grants, MEF Grants and COM Foundation Scholarship applications

March 15
End of midterm period

March 22
Midterm grades available at http://mycom.marin.edu

APRIL 8 – 13
Spring break – no classes – College offices open Monday – Friday

April 15
Last day to drop a full-semester class with W symbol

May 16
Last day of classes before final examinations

May 17 – 23
FINAL EXAMINATIONS

May 18
Final examinations for Saturday classes

May 24
Commencement

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.*

SUMMER SESSION 2013
June 17 - July 26

COMMUNITY EDUCATION PROGRAM CALENDAR

Fall Quarter Community Education Classes 2012
Fall 1: Beginning September 4 and Ending October 22
Fall 2: Beginning October 29 and Ending December 15

Winter Quarter Community Education Classes 2013
Beginning January 28 and Ending March 23

Spring Quarter Community Education Classes 2013
Beginning March 25 and Ending May 18

CHANGES MAY OCCUR WITHOUT NOTICE

Administrative Procedures and Board Policies, regulations, courses, and 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

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 45 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 63. 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 52.
   c. Contact the Transfer/Career Center for access to college catalogs from other schools, to investigate career options, and for computerized career and transfer information. Transfer information is available online at ASSIST (www.assist.org).
   d. Contact the Counseling Department to make an appointment with a counselor who can assist you with selecting courses to meet specific transfer requirements to a four-year college or university.
4. If you are planning to enroll in courses for self-enrichment:
   a. Refer to the listing of courses in this catalog beginning on page 63.
   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 $249.5 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 Center, the Transportation Technology Education Complex, the Performing Arts Building, the Indian Valley Campus Main Building, and the Kentfield Fine Arts Building. Other projects currently underway include: the Science/Math/Nursing Center, 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. The Indian Valley Campus Main Building was awarded LEED® Gold in fall 2011, and the Transportation Technology Education Complex was awarded LEED® Silver.

College of Marin serves the higher education needs Marin County residents. Since its inception, the college has offered high quality college 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 and a variety of two-year associate degrees are offered to prepare students for entry into technical or semi-professional careers. Skills Certificates and Certificates of Achievement also are awarded in vocational and technical programs.

College of Marin faculty members are committed to excellence in teaching. There are 121 permanent faculty, 17 educational administrators, five classified administrators, and 196 professional, technical, clerical, and service employees at the college. In spring 2012, 7,337 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.

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.

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 2.6 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, Ed.D.
Superintendent/President

REBECCA KENNEY, Ph.D.
Interim Vice President of Student Learning

ANGELINA DUARTE, M.A.
Interim Vice President of Student Services

AL J. HARRISON II, M.B.A.
Vice President of College Operations

ANITA L. MORRIS M.P.A.
Interim Executive Dean of Human Resources and Labor Relations

PATRICIA GANT, M.A.
Interim Dean of Enrollment Services

NANDA SCHORSKE, B.S.
Executive Dean of Indian Valley Campus and Workforce and Economic Development

DAVID SNYDER, Ph.D.
Dean of Arts and Humanities

JAMES ARNOLD, Ph.D.
Dean of Math and Sciences

DIRECTORS/CHIEF

SUSAN ANDRIEN, M.A.
Director of Learning Resources

LYDA BEARDSLEY, Ph.D.
Director of Child Development Program

ARNULFO CEDILLO, Ed.D.
Director of Student Affairs and Health Center

DAVID COOK, M.A.
Director of Financial Aid and Career Services

CHIALIN HSIEH, Ed.D.
Director of Planning, Research, and Institutional Effectiveness

PEGGY ISOZAKI, B.A.
Director of Fiscal Services

JASON LAU, Ph.D.
Director of Community Education, Lifelong Learning, and International Education

MITCHELL LEMAY, B.A.
Chief of Police/Director of Safety

REBECCA KENNEY, Ph.D.
Interim Vice President of Student Learning

MATT MARKOVICH, M.A.
Director of Athletics and Physical Education

LAURA MCCARTY, M.S.
Director of Modernization

MARSHALL NORTHCOTT, B.S.
Director of of Information Technology

CATHY SUMMA-WOLFE , M.B.A.
Executive Director of Communications, Community Relations, and Advancement

ROBERT THOMPSON, B.A.
Director of Maintenance and Operations

CARI TORRES, M.A.
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 international 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 several disciplines, including English and math. Instructional aides and tutors are available for those who need assistance.

Information about courses, programs, institutional requirements, and various services is contained in this catalog as well as the college Web site, www.marin.edu, the class schedules, 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.

DISTANCE EDUCATION

Online and hybrid courses (partially online and partially on-campus) are offered for credit at College of Marin each semester in many disciplines, including English, Math, Health Education, and Spanish. The Distance Education program reaches beyond the traditional classroom, providing an excellent alternative for students who are unable to attend classes during regular hours, or who would like to earn additional units in a time-efficient manner. All Distance Education courses maintain the high academic standards of the College, and most are transferable (see a counselor for details).

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 software and marketing, are offered for the working population. Throughout the year, courses meeting the continuing education requirements for health professionals are offered in the areas of Nursing and Dental Assisting.

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

For a complete listing of Community Services classes, including class fees, please visit the Web site at www.marin.edu/CommunityEducation.

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 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

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 matrimonial, 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 procedimientos contenidos en la presente. Los honorarios y procedimientos están sujetos a cambio en cualquier momento por la Legislatura Estatal y el Consejo de Administración. Es responsabilidad de los estudiantes cumplir con los requistos 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
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

SECTION 2

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 website 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 $207 per unit international student tuition fee, an enrollment fee of $46 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 activitites 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.

INTERNATIONAL STUDENT MEDICAL INSURANCE

Medical insurance is required and payable with class registration. The cost of annual medical insurance will be approximately $1,340. A refund, less a service fee, of the medical insurance will be issued for students who withdraw from the college through the second week of the semester as long as no benefits were used.

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:

5. The prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites and corequisites.
6. The prerequisite or corequisite is in violation of Title 5 regulations.
7. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
8. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.
9. 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 got to: http://www.marin.edu/admissions/Prerequisites.htm or email prerequisites@marin.edu.as soon as possible for 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. 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: Office of Admissions & Records, 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 original approved/denied copy will be kept in the student file 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; foster youth; 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 until 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-
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	$46 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)	$202 per unit
Nonresident Tuition Fee (Non-U.S. Citizen)	$207 per unit
Student Representation Fee (optional)	$1
Student Activities Fee (optional)	$8

FEES FOR OTHER SERVICES

Credit By Examination	$46 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
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 33.

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.

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

- 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.
3. Request must be submitted within 2 weeks of the start of the term for full-term courses.

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.
4. Be enrolled in a program leading to a degree, certificate, or transfer to a four-year college or university.
5. Maintain satisfactory academic progress according to the policies of the Office of Admissions and Records and the Financial Aid Office.

DETERMINATION OF NEED

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

Need Equals Expenses Minus Resources
EXPENSES include tuition, books, fees, and standard allowances for transportation, rent, food, and some other living expenses. (Standard student budget amounts are available from the Financial Aid Office.) RESOURCES are defined as expected contributions from income and assets as calculated by the federal need analysis formula.

APPLICATION PROCEDURE

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

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

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

3. 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.
4. 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.)
5. 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. 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 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.

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, non-attendance does not constitute an automatic drop. Students must are 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

Grades Required for Major
Effective Fall 2012, courses applied toward a student's major area of emphasis must be completed with a final grade of C or better, or a Pass (P) if the course is taken on a Pass/No Pass basis. This requirement applies to all students applying for graduation regardless of their catalog rights.

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 AND NON-EVALUATIVE GRADES)

A student who earns a substandard grades of "D", "F", "FW", "NP", "NC" or "W" on the first attempt of a non-repeatable course taken at the College of Marin, may repeat that course two more times without a petition in an effort to successfully complete the course with a passing grade.

After earning three substandard grades or three withdrawals/"W's" or any combination of substandard grades or withdrawals /"W's" totaling three attempts, the student may petition to repeat the course for the fourth time, providing there were extenuating circumstances that prevented the student from successfully completing the course with a satisfactory grade.

NOTE: The student must provide verifiable documentation explaining the extenuating circumstance which contributed to the student's unsuccessful completion of the course. Petitions to Repeat a course for the fourth time without verifiable documentation will not be considered.

With an approved Petition to Repeat the course for the fourth time:

- The student may not withdraw from the course. A final grade must be posted to the student's academic record.
- The student must wait one week after the start of new and returning student registration to register for the course.

Upon completion of the repeated course for the fourth time, the first two grades will be excluded in computing the student's grade point average. The last two most recent grades, will be included and computed in the student's cumulative grade point average.

Courses granted Academic Renewal will not be included for course repetition limits (See BP/AP 4240 title 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 (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 intersessions 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 Vice President of Student 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.

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, NP , F or FW 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 that 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 three (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 tot he 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 do 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
Art History	3,4,5	Humanities	3	ART 101 or ART 102 or ART 103
Chemistry	3	Natural Sciences	5	CHEM 114
	4	Natural Sciences	5	CHEM 131
	5	Natural Sciences	10	CHEM 131 and CHEM 132
Computer Science A/B	3,4,5	Communication & Analytical Thinking	3	N/A
Economics				
Macroeconomics	3,4,5	Social and Behavioral Sciences	3	N/A
Microeconomics	3,4,5	Social and Behavioral Sciences	3	N/A
English Language and Composition	3,4,5	Composition, Written	3	ENGL 150
SAT (old test) Verbal Score	600	N/A	N/A	Eligible for English 150
SAT (new test) Critical Reading score only	680	N/A	N/A	Eligible for English 150
Environmental Sciences	3,4,5	Natural Sciences	3	N/A
Government and Politics				
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
Foreign Languages				
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
Language and Culture				
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
Language or Literature				
Spanish	3	Humanities	5	SPAN 102
Spanish	4	Humanities	5	SPAN 203
Spanish	5	Humanities	4	SPAN 204
History				
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
Human Geography	3,4,5	Social and Behavioral Sciences	3	N/A
Mathematics				
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
Music Theory	3,4,5	Humanities	3	N/A
Physics				
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
Psychology	3,4,5	Social and Behavioral Sciences	3	PSY 110
Statistics	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 7/24/12

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 exparte 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.

SECTION 3

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 Indian Valley Campus Bookstore is located in Building 17, Room 104. 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.

The College of Marin Bookstore offers several options for students buying textbooks, including a full-range of new textbooks, a large selection of used textbooks, a number of textbook rentals, and a variety of eTEXTBOOKS. Students can save 25 percent by purchasing quality used books, 50 percent by renting textbooks, and up to 60 percent on available eTEXTBOOKS. Students may purchase or rent textbooks online at http://tinyurl.com/COM-bookstore or in the bookstore.

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.

Kentfield Campus
Learning Resources Center, first floor

Indian Valley Campus
Building 17, Room 104

(415) 485-9394
Web address: 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: 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
Building 27, Room 129, 3D Development PC Lab
Building 27, Room 129, 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
Building 27, Room 129, Audio Lab Suite
Building 27, Room 129, Video Lab Suite

FOOD SERVICE

Fresh and Natural 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 and tea are available in the Career Study Center at the Indian Valley Campus, Building 17. Vending machines are available on both campuses.

Fresh and Natural
Kentfield Campus
Student Services Building, lower level
(415) 456-7661

Vending Machines
Indian Valley Campus
Building 27, Room 121
(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 both campuses. Students are encouraged to contact the Kentfield Library Reference Desk with any questions related to their research needs at (415) 485-9475 or (415) 457-8811 ext. 8505.

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

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

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

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

Kentfield Campus
Learning Resources Center (2nd level)
(415) 485-9656

Indian Valley Campus
Building 27, Room 124
(415) 457-8811 ext. 8505
Web address: www.marin.edu/lrc

MEDIA CENTER

The Media Center houses a wireless computer lab with PCs and two MACs. Students can access all software associated with their classes, research online, or even access their foreign language lessons. Staff are available to assist with computer-related questions.

Students may also make appointments for professional tutoring at the Distance Education Support Center (DESC) at http://www.comlearningcenter.com/desc/.

Kentfield Campus
Learning Resource Center, Room 120

Indian Valley Campus
Building 27, Room 124

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 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, Room 115
(415) 485-9406

Indian Valley Campus
Building 27, Room 104

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, students must be referred by the Marin County CalWORKs office. Services may include educational programs, internship opportunities, books, and parking vouchers. The CalWORKs program is intended to support student success and entry into the workforce. Academic and employment counseling is available on both campuses.

Kentfield Campus
Learning Resource Center, Room 160

Indian Valley Campus
Building 27, Room 104

(415) 485-9605

Web address: www.marin.edu/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 College of Marin students, with priority going to low income student families. Centers are located on the Kentfield and Indian Valley Campuses. The centers provide child care during fall and spring semesters and are open Mondays to Thursdays from 7:45 a.m. to 5 p.m. and on Fridays from 7:45 a.m. to 1 p.m.

IVC Early Head Start Infant Toddler Center

The Early Head Start Center on the Indian Valley Campus provides infant/toddler care to low income 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.marin.edu/student_services/child_care.htm to download an application. Please be sure to indicate on the application that you are a College of Marin student 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
Administrative Center 40 (downstairs); 415-485-9468

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

Eligibility for enrollment:

Children must be three years of age by November 1 of the academic year to be eligible for enrollment in the Kentfield and IVC Child Development Centers. Fees for 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. Full cost slots are also available for COM students, faculty, and staff.

The Child Development Centers offer a play based curriculum that supports children's cognitive, social-emotional, and physical development. The children enjoy age appropriate learning activities and projects that support their developing ideas and interests. Activities include creative arts and music, dramatic play, blocks, games, early literacy, sand and water play, math and science explorations, and large motor play, such as climbing and tricycle riding. Children enjoy a nutritious breakfast, lunch, and afternoon snack each day. Meals are cooked on site and served family style with teachers joining children at the table for conversation and community building. The program offers parent education and partners with a variety of community-based agencies, such as the Early Childhood Mental Health Program, Parent Services Project, and Raising A Reader, whose services support family success and children's healthy development.

Please see the Child Development Program website for more information and to download a Preliminary Application for the Preschool Centers: www.marin.edu/student_services/child_care.htm. For more information, please call the Child Development Program Office at 883-2211, 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, Student Services Building, Room 212.
Indian Valley Campus Office
Building 27, Room 105 and 106
Web address: www.marin.edu/studentservices/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

Indian Valley Campus
Building 27, Room 104
(415) 485-9605

Web address: 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 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

Indian Valley Campus
Building 9 AS, Room 121
(415) 485-9458
Web address: www.marin.edu/student_services/health_center.htm

JOB PLACEMENT/CAREER EMPLOYMENT

The Job Placement Center assists students and alumni and community members in finding employment locally, nationally and internationally. Potential employers provide our center with current open positions for viewing and application purposes.

The Job Placement Center 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 Center is located in the Student Services Building 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 Building, Room 232

Indian Valley Campus
Building 17, Room 106
(415) 485-9663
outreach@marin.edu

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

Student Ambassador Line
(415) 457-8811 ext 7860

PUENTE PROGRAM

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

SINGLE STOP

Single Stop services are available to all COM students, immediate family members of students, and COM staff. Many students are faced with obstacles that make it difficult to stay in school. Single Stop helps connect students to resources that can help. Single Stop offers tax preparation by IRS certified tax preparers, benefits screening and enrollment assistance, financial counseling and legal assistance by a licensed attorney. If eligible, benefits screening provides access to food stamps, healthcare, reduced utility bills, cash aid, affordable childcare and low-income housing. All Single Stop services are FREE.

Kentfield Campus
Student Services, Room 124
(415) 457-8811 ext 7761

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 Building, Room 238
(415) 485-9469

Indian Valley Campus
Building 27, Room 125

Web address: 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 Building, Room 202
(415) 485-9671
Web address: www.marin.edu/sudent_services/transfer_center/index.htm

TUTORING AND LEARNING CENTER

The Tutoring and Learning Center (TLC) offers FREE drop–in peer tutoring for currently enrolled College of Marin students in a wide range of academic subjects. All tutoring sessions are small groups and schedules for individual subjects are posted at both campuses and online at www.marin.edu under Student Services /Tutoring.

All tutors are faculty recommended and have completed a course in tutor training. Tutoring helps students improve understanding of course material, earn higher grades, improve study skills and study habits, and get to know fellow students in a dynamic learning environment.

Kentfield Campus
Learning Resources Center, Room 160
(415) 485-9620

Indian Valley Campus
Building 17, Room 101 (Study and Career Center)

Web address: 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.

Kentfield Campus
PE Complex
(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 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 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 Building, Room 250
(415) 485-9376

Associated Students (ASCOM)
Kentfield Campus
Student Services Building, Room 241
(415) 485-9390

Indian Valley Campus
Building 27, Rooms 109 and 120
(415) 883-2211 ext. 8416

Emeritus Students (ESCOM)
Kentfield Campus
Student Services, Room 146
(415) 485-9652

Indian Valley Campus
Building 10
(415) 883-2211 ext. 8322

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 Vice President of Student 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 Vice President of Student 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)

To call a Kentfield office while on campus dial 7 plus the last three digits of the direct number. When calling from outside the campus dial the switchboard at 415.457.8811 or the direct number as listed below.

Admissions and Records 457-8811, ext. 7722	SS 254
Affirmative Action/Compliance Officer 485-9504	AC 107
Alpha GAMMA Sigma 485-9213	SS 119
Alumni Association 485-9686	
Assessment and Testing 485-9469	SS 238
Associated Students (ASCOM) 485-9390	SS 241
Bookstore 485-9394	LRC Downstairs
CalWORKs 485-9605	LRC 160
Child Development Program (IVC) 457-8811, EXT. 8221, 8222	BLDG 12
Children's Center (KTD - preschool) 485-9468	AC 40 Downstairs
Children's Center (IVC - preschool), 451-8811,EXT 8170	BLDG 12
Counseling Appointments 485-9432	SS 212
Dean of Enrollment Services, Patricia Gant 485-9414	SS 252
Vice President of Student Services 485-9619	SS 260
Director of Child Development Program, Lyda Beardsley 451-8811, EXT. 7132	LRC 170
Director of Financial Aid, David Cook 485-9405	SS 235
Director of Student Affairs, Arnulfo Cedillo 485-9375	SS 251
Disabled Students Program 485-9406	LRC 115
Echo Times Newspaper 485-9690	LC 36
Emeritus College 485-9368	SS 148
Emeritus Students (ESCOM) 485-9652	SS 146
English As a Second Language (ESL) 485-9642	HC 123
EOPS/CARE 485-9605	LC 160
Financial Aid Office 485-9409	SS 236
GED/Basic Skills 485-9445	LC 120
Health Center 485-9458	HS Portable, Lot 6
Health Sciences Office 485-9319	HC 111
Job Placement 485-9410	SS 206
Lost and Found 485-9455	TB 105
Media Center/Language Lab 485-9645	LC 120
Outreach and School Relations 485-9663	SS 232
Parking Permit Purchase, A/R 457-8811, ext. 7722	SS 254
Police, Campus 485-9455	TB 105
Student Ambassadors 457-8811, ext. 7860	SS 232
Swimming Pool 485-9587	PE
Transfer/Career Center 485-9671	SS 202
Tutoring and Learning Center (TLC) 485-9620	LC 160
Veterans Office 487-8811 Ext. 8822	SS 254

INDIAN VALLEY CAMPUS (IVC)

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

Admissions and Records 883-2211, ext. 8822	Bldg 27, R109
Assessment and Testing 485-9469	Kentfield/SS 238
Associated Students (Emeritus) 883-2211, ext. 8322	Bldg 10, R140
College Operations 884-3100 and 884-3101	Bldg 9, R108
Career Education Office 883-2211, ext. 8200	Bldg 17, R101
Children's Center (Preschool) 883-2211, ext. 8170	Bldg 12
Child Development Program Offices 883-2211, ext. 8221, 8222	Bldg 8, R136, 137

Counseling Appointments 485-9432	Kentfield/SS 212
Executive Dean of Workforce Development, College and Community Partnerships Site Administrator, Nanda Schorske 883-2211, ext. 8506	Bldg 8, R135
Disabled Students Program 485-9406	Kentfield/LC 115
Early Head Start Infant Toddler Center 883-2211, EXT. 8171	BLDG 12
Echo Times Newspaper 485-9690	Kentfield/LC 36
Emeritus Students (escom) 883-2211, ext. 8322	Bldg 10
EOPS/CARE 485-9605	Bldg 27, R104
Financial Aid Office 883-2211, ext. 8118	Bldg 27, R107
Fiscal Services 884-3160	Bldg 9–100
Food Vending Machines Bldg 27 R 121, and Pool	Bldg 3, R153,
Health Center 457-8811, ext. 8126	Bldg 9, R121
Job Placement 485-9671	Bldg 17, R106
Learning Center – English	Bldg 17, R222
Learning Center – Math 883-2211, ext. 8510	Bldg 17, R100
library 883-2211, ext. 8505	Bldg 27, R124
Lost and Found/Campus Police 883-3179	Bldg 22, R104
Outreach and School Relations 485-9663	Bldg 17, R106
Police, Campus 883-3179	Bldg 22, R104
Swimming Pool 883-3473 or 457-8811 ext. 8262	
Veterans Office 883-2211, ext. 8114	Bldg 27, R109

SECTION 4

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.

Note: Effective Fall 2012, each course applied toward the major area of emphasis must be completed with a final grade of C or better, or a Pass (P) if the course is taken on a Pass/No Pass basis. This requirement applies to all students applying for graduation regardless of their catalog rights.

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 catalog. Courses applied toward the major must be completed with a grade of C or better, or Pass (P) if the course is taken on a Pass/No Pass basis. See the list of approved majors following this section.

Scholarship
The student must be in good standing at the College. An overall grade point average (G.P.A.) of 2.0 (C average) is required 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. Each course applied toward the major area of emphasis must be completed with a final grade of C or better, or Pass (P) if the course is taken on a Pass/No Pass basis.

Residence
Successfully complete at least 12 units in the major requirements at 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. Please 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

COLLEGE OF MARIN'S COMMITMENT TO AN EXCELLENT EDUCATIONAL FOUNDATION

Students come to College of Marin to achieve a wide variety of goals, including obtaining foundational skills in Math, English and ESL, Career or Technical training, an A.A. or A.S. degree, and transfer, as well as for lifelong learning and cultural enrichment. No matter what a student's reasons are, the college is committed to the educational growth of all undergraduates and the development of the following academic skills that allow students to pursue any major:

Written, Oral and Visual Communication
Communicate effectively in writing, orally and/or visually using traditional and/or modern information resources and supporting technology.

Scientific and Quantitative Reasoning
Locate, identify, collect, and organize data in order to then analyze, interpret or evaluate it using mathematical skills and/or the scientific method.

Critical Thinking
Differentiate between facts, influences, opinions, and assumptions to reach reasoned and supportable conclusions.

Problem Solving
Recognize and identify the components of a problem or issue, look at it from multiple perspectives and investigate ways to resolve it.

Information Literacy
Formulate strategies to locate, evaluate and apply information from a variety of sources - print and/or electronic.

COLLEGE OF MARIN GENERAL EDUCATION STATEMENT OF PURPOSE

While college students choose a specific field of study, part of their educational experience and requirements include a program of general education. This well-rounded, student-driven educational package is intended to be complementary to, but different in emphasis from, the specialized education received for a job or a profession, or from focusing on a particular field of study. By completing a general education program, students expand their knowledge of the content and methodologies in a variety of disciplines. College of Marin expects students to:

- Become effective written, oral and visual communicators for many audiences;
- Be flexible, curious, and open to new experiences;
- Recognize how they connect to and affect their community and the world beyond;
- Enhance economic survival skills for the workplace and marketplace;
- Think critically, ethically, independently, and creatively about a variety of topics that will be useful to them in the real world and hone these thinking skills in a way which can be used throughout their life;
- See the interconnectedness of topics and use multiple disciplines to help achieve deeper understanding of past, present and future events at local, national and global levels;
- Become a more widely informed citizen who appreciates the importance of intellectual, scientific and artistic accomplishments;
- Engage in healthful living and wellness physically, intellectually, emotionally and socially.

GENERAL EDUCATION COURSES

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

A. NATURAL SCIENCES

ANTH 101 - Intro to Physical/Biological Anthropology
ANTH 101L - Intro to Physical/Biological Anthropology
ASTR 101 - Intro to Astronomy
ASTR 117L - Intro to Astronomy Lab
BIOL 100 - Nutrition
BIOL 107/PE 107 - Human Biology*
BIOL 108A - Human Sexuality
BIOL 110 - Intro to Biology
BIOL 110L - Intro to Biology Lab
BIOL 112A – Biology for Biology Majors I
BIOL 112B – Biology for Biology Majors II
BIOL 112C – Biology for Biology Majors III
BIOL 120 - Human Anatomy
BIOL 138/GEOL 138 - Intro to Environmental Science*
BIOL 224 - Human Physiology
BIOL 240 - Microbiology
CHEM 105 - Chemistry in the Human Environment
CHEM 105L - Chemistry in the Human Environment Lab
CHEM 110 - Chemistry for the Allied Health Sciences
CHEM 114 - Intro to Chemistry
CHEM 131 - General Chemistry I
CHEM 132 - General Chemistry II
GEOG 101 - The Physical Environment
GEOG 101L - The Physical Environment Lab
GEOL 109 - General Oceanography
GEOL 120 - Physical Geology
GEOL 120L - Physical Geology Lab
GEOL 138/BIOL 138 - Intro to Environmental Science*
PE 107/BIOL 107 - Human Biology*
PHYS 108A - General Physics I
PHYS 110 - Introductory Physics
PHYS 207A - Mechanics and Properties of Matter

- Offered on a rotating basis:

BIOL 101 - Field Biology
BIOL 109 - Heredity and Evolution
BIOL 159 - Introduction to Aquatic Biology
BIOL 162 - General Ecology
BIOL 169A - Intro to Ornithology A
BIOL 169B - Intro to Ornithology B
BIOL 235 - General Marine Biology
GEOG 109 - Geography of California
GEOG 112 - Meteorology and Climatology
GEOL 103 - Environmental Geology
GEOL 110 - Earth Science
GEOL 114 - Geology of California
GEOL 121 - Historical Geology

B. SOCIAL AND BEHAVIORAL SCIENCE

ANTH 102 - Intro to Cultural Anthropology
ANTH 103 - Globalization and Peoples and Cultures of the World
BEHS 103 - Human Sexuality
BIOL 251/PSY 251 - Biological Psychology*
BUS 101 - Intro to Business
ECE 112 - Child, Family and Community
ECON 101 - Macroeconomics
ECON 102 - Microeconomics
ETST 111 - History of African Americans A
ETST 112 - History of African Americans B
ETST 121 - History of Latinos in the US
ETST 151 - Native American History
ETST 154 - Native American Literature
GEOG 109 - Geography of California
HIST 100 - Major Trends and Selected Topics in American History
HIST 117 - History of the US I
HIST 118 - History of the US II
GEOG 102 - The Human Environment
POLS 100 - American Political Institutions
POLS 101 - Intro to the Government of the US
POLS 102 - Comparative Political Systems
POLS 103 - Political Theory
POLS 104 - International Relations
PSY 110 - Intro to Psychology
PSY 111 - Personality Dynamics and Effective Behavior
PSY 112 - Child and Adolescent Psychology
PSY 114 - The Psychology of Human Development: Lifespan
PSY 116 - Theories of Personality
PSY 140/SOC 140 - Marriage, Family and Intimate Relationships*
PSY 204 - Abnormal Psychology
PSY 205/SOC 205 - Intro to Research Methods and Data Analysis in Sociology*
PSY 230/SOC 230 - Social Psychology*
PSY 251/BIOL 251 - Biological Psychology*
SOC 110 - Intro to Sociology, Individual and Society
SOC 112 - Social Deviance and Problems
SOC 140/PSY 140 - Marriage, Family and Intimate Relationships*
SOC 205/PSY 205 - Intro to Research Methods and Data Analysis in Sociology*
SOC 230/PSY 230 - Social Psychology*

- Offered on a rotating basis:

ANTH 110 - Intro to Archeology and Prehistory
ECE 110 - Child Development
ETST 110 - Introduction to Ethnic Studies
ETST 242 - History and Politics of Contemporary Africa
GEOG 109 - Geography of California
HIST 101 - World History I
HIST 102 - World History II
HIST 103 - Science, Technology and Civilization
HIST 109 - History of California

HIST 110 - Western Civilization I
HIST 111 - Western Civilization II
HIST 112 - Western Civilization III
HIST 206 - History of Russia
HIST 211/POLS 211 - Women in American History and Politics*
HIST 214 - History of Latin America
HIST 215 - History of England
HIST 216 - History of Mexico
HIST 238 - History of Africa
POLS 201 - Understanding Globalization
POLS 203 - Understanding Terrorism
POLS 210 - War, Peace and the United Nations
POLS 211/HIST 211 - Women in American History and Politics*
POLS 220 - American Foreign Policy
PSY 145 - Psychology in Modern Life
SOC 114 - Global Social Problems

C. HUMANITIES

ART 102 - History of European Art
ART 103 - History of Modern Art
ART 105 - Contemporary Art
ASL 101 - Elementary Sign Language I
ASL 102 - Elementary Sign Language II
CHIN 101 - Elementary Chinese Mandarin I
CHIN 102 - Elementary Chinese Mandarin II
COMM 109A/HUM 109A - History of Film: Beginning to 1950*
COMM 109B/ HUM 109B - History of Film: 1950 to the Present*
COMM 110/JOUN 110 - Introduction to Mass Communication*
COMM 160/JOUN 160 - Images of Race, Gender and Class in the Media*
DANC 108 - Dance History
DRAM 110 - Intro to the Theatre
DRAM 117 - Survey of Dramatic Literature: Shakespeare and his Theatre
ENGL 151 - Reading and Composition IB
ETST 154 - Native American Literature
FREN 101 - Elementary French I
FREN 102 - Elementary French II
FREN 203 - Intermediate French III
FREN 204 - Intermediate French IV
HUM 109A/COMM 109A - History of Film: Beginning to 1950*
HUM 109B/ COMM 109B - History of Film: 1950 to the Present*
HUM 118 - Intro to World Religions
ITAL 101 - Elementary Italian I
ITAL 102 - Elementary Italian II
ITAL 203 - Intermediate Italian III
JOUN 110/COMM 110 - Introduction to Mass Communication*
JOUN 160/COMM 160 - Images of Race, Gender and Class in the Media*
JPNS 101 - Elementary Japanese I
JPNS 102 - Elementary Japanese II
JPNS 203 - Intermediate Japanese III
JPNS 204 - Intermediate Japanese IV
MUS 101 - Intro to Classical Music
MUS 106 - Music Fundamentals
PHIL 110 - Intro to Philosophy
PHIL 111 - Intro to Ethics
PHIL 112 - Intro to Logic
PHIL 117 - History of Philosophy: Late Modern to Contemporary
SPAN 101 - Elementary Spanish I
SPAN 102 - Elementary Spanish II
SPAN 203 - Intermediate Spanish III
SPAN 204 - Intermediate Spanish IV
SPCH 128 - Intercultural Communication

- Offered on a rotating basis:

ARCH 100 - History of Architecture I
ARCH 101 - History of Architecture II
ARCH 102 - History of Architecture III
ARCH 131 - New Architecture on Campus
ART 101 - History of Ancient Art
ART 104 - History of Asian Art
ART 106 - History of Women Artists
ART 107 - History of American Art
ART 108/HUM 108 - Arts of the Americas*
ART 110 - History of Islamic Art
ASL 110 - History and Culture of Deaf People in America
ASL 203 - Intermediate Sign Language III
ASL 204 - Intermediate Sign Language IV
BIOL 145/GEOL 145 - Ethics in Science*
DRAM 116 - Survey of Dramatic Literature: Ancient Greek to Present
ENGL 208 - Short Fiction
ENGL 212 - Intro to Poetry
ENGL 214 - The Popular Novel
ENGL 218 - The American Short Story
ENGL 219 - Voices and Visions
ENGL 220 - Detective Fiction
ENGL 221A - Survey of American Literature I
ENGL 221B - Survey of American Literature II
ENGL 222 - Survey of English Literature I
ENGL 223 - Survey of English Literature II
ENGL 224 - Survey of World Literature I
ENGL 225 - Survey of World Literature II
ENGL 230 - Survey of Shakespeare
ENGL 235 - Women in Literature
ENGL 237 - The Literature of American Cultures
ENGL 240 - Classic Children's Literature
ENGL 242/HUM 242 - Global Writings*
FREN 108A /B - French Culture and Literature go to the Cinema
FREN 225 - Advanced French I
FREN 226 - Advanced French II
GEOL 145/BIOL 145 - Ethics in Science*
HUM 100A - Intro to Humanities: Ancient Greece to the Medieval Period
HUM 100B - Intro to Humanities: Renaissance to the Modern Period
HUM 108/ART 108 - Arts of the Americas*
HUM 125 - Myth, Symbol and the Arts
HUM 242/ENGL 242 - Global Writings*
JPNS 108 - Japanese Conversation through the Movies
ITAL 108 - Italian Literature in Translation: Italian Classical Literature goes to the Movies
ITAL 204 - Intermediate Italian IV
ITAL 225 - Advanced Italian I
ITAL 226 - Advanced Italian II
MUS 102 - Music Masterworks
SPAN 203HB - Intermediate Spanish III for Heritage and Bilingual Speakers
SPAN 225 - Advanced Spanish I
SPAN 226 - Advanced Spanish II
SPAN 228A/B/C - Advanced Spanish Conversation and Culture through Film
SPAN 230A - Culture and Civilization of Spain and South America
SPAN 230B - Culture and Civilization of Mexico and Central America
SPAN 230C - Culture and Civilization of Spain
SPCH 140 - Oral Interpretation of Literature I
MUS 105 - Rock, Pop and Jazz

D. COMPOSITION, WRITTEN

ENGL 150 - Reading and Composition IA

E. COMMUNICATION AND ANALYTICAL THINKING

COMP 130 - Intro to Computer Programming using C++
ENGL 151 - Reading and Composition IB
ENGL 155 - Critical Thinking and Composition
MATH 103, or 103A and 103B, or 103X and103Y - Intermediate Algebra
MATH 104 - Plane Trigonometry
MATH 105 - College Algebra
MATH 109 - Pre-Calculus College Algebra and Trigonometry
MATH 115 - Probability and Statistics
MATH 116 - Linear Algebra
MATH 121 - Calculus I with Applications
MATH 122 - Calculus II with Applications
MATH 123 - Analytic Geometry and Calculus I
MATH 124 - Analytic Geometry and Calculus II
PHIL 112 - Intro to Logic
PSY 205/ SOC 205 - Intro to Research Methods and Data Analysis in Sociology*
SPCH 110 - Intro to Speech Communication
SPCH 120 - Interpersonal Communication
SPCH 122 - Public Speaking
SPCH 128 - Intercultural Communication
SPCH 132 - Argumentation and Persuasion

- Offered on a rotating basis:

CIS 215 - Visual BASIC Programming
COMP 135 - Intro to Programming in JAVA

COMP 160 - Computer Organization: An Assembly Language Perspective

COMP 220 - Data Structures and Algorithms

COMP 232 - Advanced Programming in JAVA

COMP 235 - Advanced Programming in C++

SPCH 130 - Small Group Communication

STAT 115 - Intro to Statistics

F. AMERICAN INSTITUTIONS

ETST 111 - History of African Americans A

ETST 112 - History of African Americans B

ETST 121 - History of Latinos in the US

ETST 151 - Native American History

HIST 100 - Major Trends and Selected Topics in American History

HIST 117 - History of the US I

HIST 118 - History of the US II

HIST 211/POLS 211 – Women in American History and Politics*

POLS 100 - American Political Institutions

POLS 101 - Intro to the Government of the US

POLS 211/HIST 211 - Women in American History and Politics*

G. CROSS-CULTURAL STUDIES

COMM 160/JOUN 160 - Images of Race, Gender and Class in the Media*

ETST 111 - History of African Americans A

ETST 112 - History of African Americans B

ETST 121 - History of Latinos in the US

ETST 151 - Native American History

ETST 154 - Native American Literature

JOUN 160/COMM 160 - Images of Race, Gender and Class in the Media*

SPCH 128 - Intercultural Communication

- Offered on a rotating basis:

ART 108/HUM 108 - Arts of the Americas*

ASL 110 - History and Culture of Deaf People in America

ENGL 235 - Women in Literature

ENGL 237 - The Literature of American Cultures

ETST 110 - Introduction to Ethnic Studies

HIST 109 - History of California

HIST 211/POLS 211 - Women in American History and Politics*

HUM 108/ART 108 - Arts of the Americas*

MUS 105 - Rock, Pop and Jazz

POLS 211/HIST 211 - Women in American History and Politics*

H. PHYSICAL ACTIVITY

- One unit minimum; select one course. This requirement may be satisfied by any degree-applicable activity course in physical education or dance.

Note: When courses are cross-listed in more than one discipline, credit is awarded for only one course. For example, a student may receive credit for either ART 108 or HUM 108, but not both courses. Cross-listed courses are indicated with an asterisk (*) in the listings above.

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 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:
   a. College of Marin General Education Requirements (Minimum of 19 units), or
   b. CSU General Education Requirements (CSU GE Pattern) (Maximum of 39 units), or
   c. 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.
   a. Language Arts and Humanities
   b. Communication Studies
   c. Natural Science
   d. Social Science and Behavioral Sciences
   e. 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.

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 112ABC

   Chemistry 131, 132, 231, 232

   Computer Science 117*, 130, 135, 150, 160, 220, 232, 235

   Engineering 110, 110AB, 125, 126, 150*, 220, 235, 245

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

   Physics 108A, 108AC, 108B, 108BC, 150*, 207A, 207B, 207C

   *For courses cross-listed in more than one discipline, only one discipline may be counted toward degree. (Example: students may count either COMP 117 or MATH 117, but not both, toward a degree.)

NEW TRANSFER DEGREES OFFERED IN 2012-2013

College of Marin offers 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 (AA-T) or the Associate in Science for Transfer (AS-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 AA-T or AS-T are guaranteed admission to the CSU system but not to a particular campus or major.

Three AA-T degrees are currently offered at College of Marin: AA-T in Political Science; AA-T in Communication Studies; AA-T in Psychology; and AA-T in Sociology. There are other degrees under development and will be posted as soon as they are approved. 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 Achievement" by making an appointment with the Counseling Department.

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

Granting of Additional Certificates of Achievement

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

Basic Skills Courses

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

SKILLS CERTIFICATES

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

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

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

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		
Environmental Landscaping	X		X	X	
Environmental Science			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		

SECTION 5

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 online. 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. 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 2012-2013
College of Marin offers 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 (AA-T) or the Associate in Science for Transfer (AS-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 AA-T or AS-T are guaranteed admission to the CSU system but not to a particular campus or major.

Three AA-T degrees are currently offered at College of Marin: AA-T in Communication Studies; AA-T in Political Science; AA-T in Psychology; and AA-T in Sociology. Additional degrees are under development and will be posted as soon as they are approved. 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 coursework 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:

3. 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
4. One course in Constitution and American Ideals to be chosen from the following:
   a. Political Science 100 or 101

2012-2013 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-I 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

Biology 105, 138*, 160

Chemistry 105, 110*, 114*, 115*, 131*, 132*, 132E, 231*, 232*, 232E

Environmental Landscaping 160

Geography 101, 112

Geology 103, 105, 109, 110, 114, 120, 121*, 138*, 201*

Physics 108A*, 108AC, 108B*, 108BC, 110, 207A*, 207B*, 207C*

B-2 LIFE SCIENCE (BIOLOGICAL)

Anthropology 101

Astronomy 105

Biology 105, 107, 109, 110, 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, 112ABC, 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, 110L, 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-I or B-2, but not both.

(c) Biology 138 or Geology 138 may be used for B-I 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, 130AB

Drama 110, 150, 160, 161, 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
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, 225, 226
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 two 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, 212, 214, 215, 216, 238
Political Science 211, 212

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, 212
Political Science 100, 101, 102, 103, 104, 117, 210, 211, 212, 219, 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
History 212 or Political Science 212
Psychology 111 or Psychology 116
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
History 212: D-6 or D-8
Political Science 211: D-4 or D-6 or D-8
Political Science 212: 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, 118
Biology 100, 108A
Counseling 130
Dance 119, 121, 122, 126, 132, 135
Early Childhood Education 110
Health Education 112, 130, 140
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 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. These courses are designated in this catalog with the symbol "(CSU)" at the end of their descriptions. To determine whether a course fulfills a requirement for a major, consult the catalog of the school to which you intend to transfer or online at ASSIST (www.assist.org), and a counselor. College of Marin credit courses numbered 99 or below are generally not CSU-transferable (Exceptions: PE 70-80). College of Marin credit courses numbered 100 or above are generally CSU-transferable, with the following exceptions:

The following courses are not CSU-transferable:
Biology 270
Dental Assisting 100
Mathematics 101, 101AB, 101XY, 102G, 103, 103AB, 103XY, and 199
Medical Assisting 100
Nursing Education 100

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/No 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
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: Virgil	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.

2012-2013 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

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, 225, 226

Philosophy 110, 111, 117

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

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

Early Childhood Education 110

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, 212, 214, 215, 216, 238

Journalism 110, 160

Political Science 100+, 101+, 102, 103, 104, 201, 210, 211, 212, 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:

Behaviorial 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

History 212 or Political Science 212

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

Biology 105, 138, 160

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

Environmental Landscaping 160

Geography 101, 112

Geology 103, 105, 109, 110+, 114, 120+, 121, 138, 201 (Please note that the transfer status of Geology 121 and 201 are under review. Please check ASSIST for current transfer information)

Physics 108A+, 108B, 110+, 207A+

GROUP B - BIOLOGICAL SCIENCES

Anthropology 101

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

Geology 138

Physical Education 107

GROUP C - SCIENCE LABORATORY

Anthropology 101L

Astronomy 117F, 117L

Biology 110L+, 112ABC, 115, 116, 120, 138, 162, 224, 235, 240

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

Geography 101L

Geology 120L, 121, 138, 201 (Please note that the transfer status of Geology 121 and 201 to under review. Please check ASSIST for current transfer information)

Physics 108A+, 108B, 110L, 207A+

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, 225, 226

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, 118#, 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, 111#, 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)

ENVIRONMENTAL SCIENCE
142, 147

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)

(Please note that the transfer status of Geology 121 and 201 is under review. Please check ASSIST for current transfer information)

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

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

HEALTH EDUCATION

114# (same as PE 114), 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), 212# (same as POLS 212), 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, 225#, 226#, 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, 279#, 281, 282, 288#

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*, 114# (same as H ED 114), 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+, 196#, 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*, 110L#, 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), 212# (same as HIST 212) 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.

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SECTION 6

COURSE DESCRIPTIONS

INFORMATION CONTAINED WITHIN CREDIT COURSE DESCRIPTIONS

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

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

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

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

NONCREDIT COURSES

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

STUDENT UNITS AND HOURS

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

PREREQUISITES, COREQUISITES, AND ADVISORIES

Prerequisites

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

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

Equivalent Course Work/ Prerequisite Challenges

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

Corequisites

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

Advisories

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

Other Limitations

Other limitations on enrollment may include:

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

GRADING SYSTEMS

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

COURSE NUMBERING SYSTEM

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

- 0-099: Preparatory/remedial courses and courses that do not apply to the major. Courses numbered 00-99 are not applicable to the Associate degree.
- 100-199: Courses taken during the first year of academic work or the first 30 units of course work. Courses numbered 100-199 are applicable to the Associate degree.
- 200-299: Courses taken during the second year of academic work or the second 30 units of course work. Courses numbered 200-299 are applicable to the Associate degree.
- 039 - Selected Topics: New "pilot" preparatory/remedial courses that do not apply to the Associate Degree. (Selected Topics courses are not listed in this catalog.)
- 139 - Selected Topics: New "pilot" courses that may be applicable to the Associate degree and are accepted for CSU elective credit (with limit). (Selected Topics courses are not listed in this catalog.)
- 249 - Independent Study: Offered in most disciplines, by prior arrangement with instructor, for 1 to 3 units, requiring 3 laboratory hours weekly per unit. Please see Independent Study listing. Independent Study courses may be applicable to the Associate Degree.

ADMINISTRATION OF JUSTICE

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

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

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

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

A.S. IN ADMINISTRATION OF JUSTICE, OCCUPATIONAL

(Certificate of Achievement also awarded)

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

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

REQUIREMENTS			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
TOTAL UNITS			**27**

ADMINISTRATION OF JUSTICE COURSES (AJ)

AJ 110: Introduction to Administration of Justice

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

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

AJ 111: Criminal Law

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

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

AJ 113: Criminal Procedures

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

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

AJ 116: Juvenile Law and Procedure

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

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

AJ 118: Community and Human Relations

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

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

AJ 204: Crime and Delinquency

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

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

AJ 212: Introduction to Evidence

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

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

AJ 215: Introduction to Investigation

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

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

AJ 220: Vice, Narcotics, and Organized Crime

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

This course examines the relationship between organized crime and the community. It covers the impact of organized crime, history of organized crime, relationship to the social structure, symptoms of organized crime (e.g. corruption, dysfunctional behavior, violence), and attempts to control organized crime and the role of the legal system. Sociological theory and concepts from criminal justice are integrated into the course. (CSU)

AMERICAN SIGN LANGUAGE

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

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

Department Phone: (415) 485-9348

AMERICAN SIGN LANGUAGE COURSES (ASL)

ASL 101: Elementary Sign Language I

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

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

ASL 102: Elementary Sign Language II

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

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

ASL 110: History and Culture of Deaf People in America

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

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

ASL 203: Intermediate Sign Language III

5.0 Units. 4 lecture and 3 TBA hrs/wk. Prerequisite: ASL 102.

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

ASL 204: Intermediate Sign Language IV

4.0 Units. 4 lecture hrs/wk. Prerequisite: ASL 203.

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

ANTHROPOLOGY

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

Career Options
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

Faculty
Jessica Park
Department Phone: (415) 485-9630

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

ANTHROPOLOGY COURSES (ANTH)

ANTH 101: Introduction to Physical/Biological Anthropology

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

This course examines evolutionary theory as a unifying theory that encompasses human variation and human evolution, as well as genetics and the human genome. Topics include primates, including behavior, anatomy, and features of the skeletal system; forensic analysis; archaeological theory and methodology; scientific method; and an overview of the most significant fossil sites that relate to human evolution. The department has an extensive collection of fossil casts that allows students the opportunity to actually see them in person rather than relying solely upon photographs or descriptions. Some instructors may require field trips to local zoos, museums or lectures. (CSU/UC) AA/AS Area A, CSU Area B-2, IGETC Area 5B

ANTH 101L: Physical/Biological Anthropology Laboratory

1.0 Unit. 3 lab hrs/wk. Prerequisite: ANTH 101 or concurrent enrollment. 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. This course covers in greater detail areas which are taught in ANTH 101and which require the active participation of students in learning how to accomplish specific tasks related to the above areas. Field trips may be included. (CSU/UC) AA/AS Area A, CSU Area B-3, IGETC Area 5C

ANTH 102: Introduction to Cultural Anthropology

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

The study of human behavior from a cross cultural perspective. Emphasis is placed on non Western societies. Areas that may be covered are social organization, belief systems and ritual behavior, socialization, psychological anthropology, economic organization, social stratification, theory, and other selected topics. A goal of the course is to create a greater degree of cross cultural awareness by attempting to promote an understanding of and appreciation for the richness and diversity of human culture. (CSU/UC) AA/AS Area B, CSU Area D-1, IGETC Area 4A

ANTH 103: Globalization and Peoples and Cultures of the World

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

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

ANTH 110: Introduction to Archaeology and Prehistory

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

This course includes the methods of recovery, analysis and interpretation of material culture, current research questions, current controversies, frauds of the past, ethical problems confronting the archaeologist and some of the spectacular discoveries. Some of the questions to be explored include the origin of art and writing, the evolution of tool making, how and why agriculture began, why civilizations rose and fell, and who settled the Americas. (CSU/UC) AA/AS Area B, CSU Area D-1, IGETC Area 4A

ANTH 204: Native American Cultures

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

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

ANTH 205: Field Anthropology

1.5 Units. 0.5 lecture and 3 lab hrs/wk. No prerequisite. 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. (CSU)

ANTH 206: Archaeological Field and Laboratory Methods

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

This course introduces archaeological field techniques, and the laboratory skills necessary for interpreting and preserving excavated material. Students perform experiments and exercises using the scientific method. When available, excavation involves threatened (salvage) sites. Possible topics include site survey, flintknapping, and lithic, faunal, shell, and ceramic analysis. (CSU)

ANTH 208: Magic, Folklore, and Healing

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

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

ANTH 215: Native Americans of California

3.0 Units. 3 lecture hrs/wk. Repeat: 1. No prerequisite.

The study of California Native Americans includes the prehistoric period (as seen through archaeology), contact with explorers, the mission period, post mission, and contemporary issues. Major linguistic groups are discussed in terms of environmental setting, subsistence, technology, political organization, social structure, religion, ceremonial life, art, and mythology. (CSU/UC) AA/AS Areas B & G, CSU Area D-1, IGETC Area 4A

ARCHITECTURE

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

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

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

Career Options

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

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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.

*Please note: the requirements for this degree must be completed by the end of the 2013 summer session.

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
TOTAL UNITS			**43**

*Recommended for transfer students.

ARCHITECTURE COURSES (ARCH)

ARCH 100: History of Architecture I

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

This class traces the development of architecture and cities throughout the world from the earliest permanent settlements at the end of the Ice Age to the 1100s C.E., emphasizing the evolution of architectural ideas and the connection between architecture and culture. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

ARCH 101: History of Architecture II

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

This class traces the development of architecture and cities throughout the world from the 1100s C.E. to the end of the nineteenth century, emphasizing the evolution of architectural ideas and the connection between architecture and culture. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

ARCH 102: History of Architecture III

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

This class traces the development of architecture and cities throughout the world during the twentieth century, emphasizing the evolution of architectural ideas and the connection between architecture and culture. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

ARCH 107: Cutting-Edge Architecture Field Trips

3.0 Units. 3 lecture hrs/wk. No prerequisite. Seven field days, 48 hours lecture. Based on initial trip of one week per 48 hour lecture. Subsequent trips will vary.

This course is for anyone interested in cutting-edge design, and particularly for architecture, interior, landscape and set design students working in this 21st century. The class visits inspiring examples of the latest in architectural design in various cities such as Los Angeles, Dallas and Berlin. These intensive field trips include lectures, visits to architectural sites, drawing, discussion, and personal exploration. (CSU)

ARCH 110: Beginning Architectural Design

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

This design course explores fundamental principles and issues of architectural design through the use of abstract design projects. Students interested in architecture, interior design, landscape design, engineering, building construction, gallery or theatre design, sculpture and other fine arts create their own design solutions, moving from beginning sketches through development, to final models. Students learn to develop architectural vocabulary and thinking in a group studio environment, and address formal, symbolic and contextual concepts of architecture. (CSU/UC)

ARCH 111: Intermediate Architectural Design

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisites: ARCH 110 and 120.

This design course explores local urban and rural architectural design projects through lectures, design projects, site visits, individual and group critiques, model building and drawings. Human needs, social factors, public/private issues, contexture, historic precedent, and aesthetic perception are emphasized. Students learn about design methodology, site and program analysis, and presentation techniques. Students further address formal, symbolic, and contextual issues of architecture. (CSU)

ARCH 120: Beginning Architectural Drafting

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

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

ARCH 121: Intermediate Architectural Drafting

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: ARCH 120. Advisories: ARCH 110 and 130.

A practical intermediate course in architectural drafting. Course involves applying basic drafting and lettering techniques, architectural projections, detail and working drawings, and the basic understanding of wood frame construction to the solution of a variety of practical architectural and construction problems. Portfolio of blueprints required at the end of the semester. (CSU)

ARCH 127: Architectural Rendering: Techniques of Presentation

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

Students in this course learn how to make beautiful and convincing drawings and models of their designs for presentation to clients, design review boards, peers, publications and competitions. Students interested in architecture, interior design, landscape design, engineering, building construction, gallery and theater design and other fine arts will all enjoy and benefit from this course. Students learn how to work both individually and in teams, simulating the office environment. (CSU)

ARCH 130: Introduction to Architecture and Environmental Design

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

This course provides a foundation for future architecture, interior design, landscape architecture, and city planning courses. It explores the basic elements of architecture and the built environment including form, organizational principles, context, materials, and the sensory qualities of design. The design process and professional practice are also addressed. Emphasis is placed on the process of developing one's personal approach to design, the ways in which people experience architecture, and the relationship of architecture to society. (CSU/UC)

ARCH 131: New Architecture on Campus

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

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

ARCH 140: 2-D Computer Graphics for Architecture

4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite. Advisory: ARCH 120.

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

ARCH 141: 3-D Computer Graphics for Architecture

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: ARCH 140.

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

ARCH 150: Green and Sustainable Architectural Design

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

In this course, students learn the fundamentals of green sustainable architecture. Through lectures, discussion, and class design projects, students consider a wide range of sustainability issues, including the history of environmental degradation and the rise of sustainability as a discipline. Topics include energy conservation and generation, reuse and recycling, renewable materials, and a range of planning and transportation considerations in terms of their impact on the environment. The lab section of the class is designed to give students hands-on experience in green and sustainable design through a series of architectural design projects. (CSU)

ARCH 220: Advanced Architectural Drafting

4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisites: ARCH 120 and 121 or concurrent enrollment.

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

ART

The study of art 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, Polly Steinmetz, Katherine Wagner

Department Phone: (415) 485-9480

Transfer

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

A.A. IN ART

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

REQUIREMENTS			UNITS
ART	112	2-D Art Fundamentals	4
ART	130	Drawing and Composition I	4
One art history course from the following:			
ART	101	History of Ancient Art	3
ART	102	History of European Art	3
ART	103	History of Modern Art	3
ART	104	History of Asian Art	3
ART	105	History of Contemporary Art	3
ART	106	History of Women Artists	3
ART	107	History of American Art	3
ART	108	Arts of the Americas (also offered as ETST 108 or HUM 108)	3
And 12 additional units from the following:			
ART	113	3-D Art Fundamentals	4
ART	114	Interior Design I	4
ART	116	Jewelry Design I	4
ART	118	Art Gallery Design and Management I	4
ART	129	Materials and Techniques	4
ART	134	Life Drawing I	4
ART	140	Painting I	4
ART	144	Watercolor 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
TOTAL UNITS			**23**

A.S. IN DESIGN, APPLIED, OCCUPATIONAL

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

REQUIREMENTS			**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
TOTAL CORE UNITS			**26**
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.

REQUIREMENTS			**UNITS**
Freshman Year - First Semester			
ART	112	2-D Art Fundamentals	4
ART	114	Interior Design I	4
ART	130	Drawing and Composition I	4
Freshman Year – Second Semester			
ARCH	120	Beginning Architectural Drafting	4
ART	102	History of European Art	3
ART	115	Interior Design II (Fall only)	4
Sophomore Year - First Semester			
ARCH	110	Beginning Architectural Design	4
ART	214	Interior Design III (Spring only)	4
BUS	121	New Venture Creation	3
Sophomore Year - Second Semester			
ART	103	History of Modern Art	3
ARCH	140	2-D Computer Graphics for Architecture	4
ART	148	Color Theory	4
In addition:			
One art studio course other than those required for the major			4
TOTAL UNITS			**49**

ART COURSES (ART)

ART 101: History of Ancient Art

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

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

ART 102: History of European Art

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

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

ART 103: History of Modern Art

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

This class is a survey of art and visual culture from the mid-nineteenth century to the present. (For focus on recent art, see Art 105.) Emphasis is placed on enhancing the student's ability to observe and describe visual works, and to understand them in their social and historical context. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

ART 104: History of Asian Art

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

This course is a comparative study of art and visual culture in the Far East, including India, China, Japan, Korea, and Southeast Asia. Work in a variety of materials is studied in relation to its social and religious contexts. The role of Asian art in the contemporary world is considered, including work by expatriate artists. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

ART 105: History of Contemporary Art

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

This course covers recent art, focusing on the art and visual culture of the last thirty years. Emphasis is on new concepts and techniques by a diverse selection of artists. The visual and social issues raised by contemporary art is considered. Includes field trips to art galleries or other points of interest. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

ART 106: History of Women Artists

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

This class introduces visual work by women of diverse cultures and identities. A variety of media is covered, from historical to contemporary eras. Students develop visual awareness, and familarity 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. 3 lecture hrs/wk. No prerequisite.

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. 3 lecture hrs/wk. No prerequisite. Can be taken as Art 108 or HUM 108; credit awarded for only one course.

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

Seminar in art history based on art available in museums, galleries, and collections. This course may be conducted at any site where original art objects are available for study and discussion. It includes assigned reading, lectures, and discussion trips to study art. Seminar discussion and presentations follow field trips. Content and areas of concentration may vary depending on locations and availability of art. (CSU)

ART 110: History of Islamic Art

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

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

ART 112: 2-D Art Fundamentals

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

An introductory level studio course that encourages students to express themselves by using and understanding the elements of 2-D art: line, shape, texture, value, color, perspective, and space. Principles of composition are explored using a wide variety of media. This course is required for art majors and highly recommended for all art students. (CSU/UC) CSU Area C-1

ART 113: 3-D Art Fundamentals

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

An introductory level studio course that encourages students to express themselves by using and understanding the elements of 3-D art: line, plane, volume, mass, surface treatment, light and shadow. Principles of composition will be explored using a wide variety of materials that may include wire, cardboard, plaster, clay, papier-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. 3 lecture and 3 lab hrs/wk. No prerequisite.

An introduction to interior design theory and practice, contemporary architecture and furniture design, space design, color theory and application, construction methods, materials and terminology, architectural drafting, and interior design client work and presentations. The class includes discussion, lecture, audiovisual materials, field trips and guest lectures. (CSU) CSU Area C-1

ART 115: Interior Design II

4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 2. No prerequisite.

Covers period design and decorations from the styles of antiquity through the Victorian era. Extensive reading is required to cover the historic evolution of interior design in the Western world. A number of tests, as well as oral, visual, and written projects, are given. This course may also include field trips that relate to history and interior design. (CSU)

ART 116: Jewelry Design I

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

Design and creation of jewelry utilizing basic construction and casting techniques. Emphasis is on basic skill development. (CSU) CSU Area C-1

ART 117: Jewelry Design II

4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Art 116.

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. (CSU)

ART 118: Art Gallery Design and Management I

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

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

ART 119: Art Gallery Design and Management II

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 118.

An environmental design class covering materials, techniques, aims, elements and principles of environmental display, spatial and visual interrelationships of displayed materials, and gallery construction. This course covers both theory and practice at the Kentfield Campus Fine Arts Gallery. (CSU)

ART 128: Art Field Trips

1-4 Units. 0.75 lecture and 0.75 lab hrs/wk. Repeat: 3. No prerequisite. Can be taken as Art 128, ETST 128, or HUM 128; credit awarded for only one course.

A complement to art history and studio art courses, this course allows students to experience the art and architecture of sites like New York, Mexico City, and Rome first-hand. Pre-trip lectures set up background for an intensive field trip(s) that may include visits to museums, galleries, libraries, artists' studios, and to architectural and archeological sites where lecture, discussion, and personal exploration take place. May be used to bring students to a major media-specific conference. (CSU)

ART 129: Materials and Techniques

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 140.

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

Exercises in line, light and shadow, texture, proportion, and perspective rendering of objects in space; development of composition awareness by means of balance, focal point, area of emphasis, proportion, economy, etc. A variety of graphic materials (pencil, charcoal, pen and ink, washes, etc.) is used for both realistic and experimental drawing approaches. Lectures, demonstrations, critiques, and supervision of works in progress. A sketchbook and/or portfolio of work done in and out of class may be required. Required of all art majors. (CSU/UC) CSU Area C-1

ART 131: Drawing and Composition II

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

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

ART 134: Life Drawing I

4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Art 130.

This course provides students with a basic understanding of proportion, structure, and superficial anatomy of the human figure, combined with further study of appropriate media and drawing techniques. Required of art majors. (CSU/UC) CSU Area C-1

ART 135: Life Drawing II

4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Art 134.

This course provides students with a basic understanding of proportion, structure, and superficial anatomy of the human figure, combined with further study of appropriate media and drawing techniques. Required of art majors. (CSU/UC) CSU Area C-1

ART 138: Advanced Critique

1.0 Unit. 1 lecture hrs/wk. Repeat: 3. No prerequisite.

A monthly critique/seminar designed for intermediate to advanced students of painting, drawing, sculpture, ceramics, textiles, photography, jewelry, and mixed media to have their work reviewed and participate in the review from a variety of perspectives. Note: "Advanced" means the student has taken a number of courses in art or is a working artist who wants feedback on his/her work. (CSU)

ART 140: Painting I

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 112 or 130.

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 is essential for instructional, studio, and "critique" sessions. Oil, acrylic, and mixed media. (CSU/UC) CSU Area C-1

ART 141: Painting II

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 140.

The more advanced the student, the more a strong individual approach is encouraged. Because of the varied abilities and experience found at this level, the semester assignments are self-imposed but reviewed by the instructor on the basis of scope, technical improvement, and development of concept. Attendance is essential for instructional, studio, and "critique" sessions. Oil, acrylic, and mixed media. (CSU/UC)

ART 144: Watercolor I

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

A course designed to acquaint beginners with the materials, techniques, and experience of painting with watercolor. Frequent critique sessions, lectures, and demonstrations examine topics such as paper selection and reaction to the medium, the tendency of watercolor to flow, and its qualities of transparency and evaporation. (CSU/UC) CSU Area C-1

ART 145: Watercolor II

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 144.

A continuation of Watercolor I, but with greater emphasis on personal development and expression. Students are encouraged to develop a visual vocabulary and way of using the watercolor medium to express their own ideas and way of seeing things. (CSU/UC)

ART 146: Life Painting I

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 140.

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

ART 147: Life Painting II

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 146.

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

ART 148: Color Theory

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

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

ART 152: Printmaking I

4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Art 130. Advisory: Art 125.

This course introduces the concepts and techniques of basic fine art printmaking. Instruction and studio work include intaglio (etching and drypoint), relief (woodcut and linocut) collagraph and monotype methods. Photo polymer/solar plate techniques incorporating computer generated images are also introduced. (CSU/UC) CSU Area C-1

ART 153: Printmaking II

4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Art 152.

An continuing course in the concepts and techniques of printmaking. Instruction and studio work include intaglio (etching, drypoint, and engraving), relief (woodcut and linocut) collagraph and monotype methods. Emphasis is on the fine arts approach to printmaking although the relationship of these processes to the graphic arts is explored. Formal and individual critiques on work. (CSU/UC)

ART 154: Surface Design on Fabric

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

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 is 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. Studio work is enhanced through slide presentations, field trips, guest artists, individual consultations and group critiques. (CSU)

ART 165: Fiber Sculpture I

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

Construction processes involved with interworking of flexible elements by such techniques as layering, bonding, plaiting, stitching, and weaving, in a scale that may range from personal object to installation. (CSU) CSU Area C-1

ART 166: Fiber Sculpture II

4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite. Advisory: Art 165.

Open to students from all art disciplines including textiles, who seek to integrate construction with sculpture, painting, and crafts, etc. An exploration of flexible, fragile, or fibrous materials such as cloth, paper, plastic, reed, wire, and threads. (CSU)

ART 170: Ceramics I

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

A general ceramics course surveying various techniques of wheel throwing and hand building methods, ceramic glaze materials and kiln firing. Students develop an awareness of ceramic design and explore individual solutions to specific technical and conceptual assignments. (CSU/UC) CSU Area C-1

ART 171: Ceramics II

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 170. Advisory: Art 112 or concurrent enrollment.

A continuation of Art 170, further developing the basic techniques of wheel throwing and slab building methods, emphasizing increasingly advanced projects. Direct participation in glaze preparation and kiln firing. Students produce work reflecting an intermediate understanding of ceramic design, and explore individual project resolutions through drawings and group discussion. (CSU/UC)

ART 175: Primitive Ceramics

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

A working, historical overview of forming and firing methods that have been the basis of the African, Asian, American Indian, and Pre-Columbian cultures. Locating clay deposits, preparation of clay and colors, forming and burnishing techniques, pit firing, and Raku. (CSU/UC)

ART 176: Pottery on the Wheel

4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite. Advisories: Art 112 or 113; and 130.

This course concentrates on 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 are demonstrated as well as handle making. Students are required to use basic design and drawing skills in the development of their assignments. Covers stoneware glaze development, kiln loading, stoneware and soda firing. (CSU/UC)

ART 177: Hand Built Ceramics

4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite. Advisories: Art 112 or 113; and 130.

This course concentrates on handbuilding in the creation of functional ceramic ware and sculptural objects. Techniques of handbuilding cups, bowls, vases, pitchers, lidded forms, teapots and plates are demonstrated as well as handle making and methods of embellishment. Students are required to use basic design and drawing skills in the development of their assignments. Emphasizes exploration and creative refinement of technique. Covers basic clay bodies, glaze development, kiln loading, stoneware and soda firing. (CSU/UC)

ART 180: Sculpture I

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

Study of the structure of form as manifest in self-expression. Survey of the history of sculpture including contemporary directions. Instruction in basic techniques of stone and wood carving, modeling, moldmaking, welding, bronze casting, and plaster. (CSU/UC) CSU Area C-1

ART 181: Sculpture II

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

Study of the structure of form as manifest in self-expression. Survey of the history of sculpture including contemporary directions. Instruction in basic techniques of stone and wood carving, modeling, moldmaking, welding, bronze casting, and plaster. (CSU/UC)

ART 185: Life Sculpture I

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

In this class, both classical and contemporary approaches to figure sculpture are studied. Working from live models, students learn to interpret the pose, study spatial relationship and proportion, experiment with scale and learn to compose as they examine human form. Materials may include clay, wax, and plaster. Historical and contemporary approaches to the figure are studied in slide lectures and readings. (CSU/UC) CSU Area C-1

ART 186: Life Sculpture II

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 185.

In this class, both classical and contemporary approaches to sculpture are studied. Working from live models, students learn to interpret the pose, study spatial relationship and proportion, experiment with scale, and learn to compose as they examine the human form. Materials may include clay, wax, and plaster. Historical and contemporary approaches to the figure are studied in slide lectures and readings. (CSU/UC)

ART 190: Black and White Photography I

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

An introduction to black and white photography. The basics of camera use, film development and darkroom printing are presented with an emphasis on balancing technical skills with artistic expression. Group critiques and visual slide presentations help to inform bi-weekly shooting assignments. Basic adjustable 35mm film camera and lens are required. (CSU/UC) CSU Area C-1

ART 191: Black and White Photography II

4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 1. Prerequisite: Art 190.

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

ART 192: Black and White Photography III

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

This darkroom-based course emphasizes the development of concept and individual artistic expression. Continued development of individual strengths and future projects are introduced through assignments. Basic adjustable 35mm film camera and lens are required. (CSU/UC)

ART 193: Beginning Digital Photography

4.0 Units. 6 lab hrs/wk. Repeat: 2. No prerequisite.

The exploration of photography as an art form using digital tools and software. Emphasis is balanced between technical skill and the creative process. In-class exercises, out-of-class shooting assignments, and group critiques. A basic digital camera is required. (CSU/UC)

ART 194: Intermediate Digital Photography

4.0 Units. 6 lab hrs/wk. Prerequisite: Art 193.

The continued exploration and development of individual photographic digital projects. Emphasis is balanced between improving technical skill and continuing the creative process. Continued discussion through critique. A basic digital camera is required. (CSU/UC)

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

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

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

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

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

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

ART 200: Portfolio Development

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken for credit as Art 200 or MMST 200; credit awarded for only one course.

Through lecture, research and critiques, students develop a professional portfolio that reflects their interests, skills and career goals. This course is for students who have accomplished creative skills and wish to develop strategies of self-promotion for their area of expertise. (CSU)

ART 213: Internship for Art Careers

3.0 Units. 1 lecture, 1.5 lab and 4.5 TBA hrs/wk. Prerequisite: Art 200.

This course bridges the gap between the classroom and the creative industries. By providing an on-campus lecture class coupled with a short-term internship, students gain an understanding of applying their creative work in a real-life situation. Expectations are characterized by work-group activities, multiple projects under deadline, and collaborative efforts. Internships are not guaranteed. Intern projects may be suitable for students' portfolios. (CSU)

ART 214: Interior Design III

4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 2. Prerequisites: ARCH 120, Art 114 and 115. Advisories: Art 112 and 130.

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

ART 216: Jewelry Design III

4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Art 117. Advisory: Art 113 and 130.

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. (CSU)

ART 217: Jewelry Design IV

4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Art 216.

Advanced design and creation of jewelry. Emphasis is on stone setting, rendering, and individual projects incorporating advanced construction skills. (CSU)

ART 218: Art Gallery Design and Management III

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 119.

Advanced course to allow students to apply practical application of techniques, materials, aims, and principles covered in the first two semesters. Students to plan and assume responsibilities for various phases of proposed exhibits to be installed in the Kentfield Campus Fine Arts Gallery. (CSU)

ART 219: Art Gallery Design and Management IV

4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Art 218.

Advanced course to allow students to apply practical application of techniques, materials, aims, and principles covered in the first three semesters. Students take greater responsibility for all phases of one specific exhibit to be exhibited at the Kentfield Campus Fine Arts Gallery. (CSU)

ART 234: Life Drawing III

4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Art 135.

Lectures, demonstrations, and supervision of work in progress. Drawing from undraped models. Classwork stresses the expressive qualities of the figure, and drawing accurately and sensitively with a variety of media. A sketchbook of work done outside of class is required. (CSU/UC)

ART 235: Life Drawing IV

4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Art 234.

Lectures, demonstrations, and supervision of work in progress. Drawing from undraped models. Classwork stresses the expressive qualities of the figure, and drawing accurately and sensitively with a variety of media. A sketchbook of work done outside of class is required. (CSU/UC)

ART 240: Painting III

4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Art 141.

The more advanced the student, the more a strong individual approach is encouraged. Because of the varied abilities and experience found at this level, the semester assignments are self-imposed but reviewed by the instructor on the basis of scope, technical improvement, and development of concepts. Attendance is essential for instructional, studio, and "critique" sessions. Oil, acrylic, and mixed media. (CSU/UC)

ART 241: Painting IV

4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Art 240.

The more advanced the student, the more a strong individual approach is encouraged. Because of the varied abilities and experience found at this level, the semester assignments are self-imposed but reviewed by the instructor on the basis of scope, technical improvement, and development of concepts. Attendance is essential for instructional, studio, and "critique" sessions. Oil, acrylic, and mixed media. (CSU/UC)

ART 242: Advanced Painting

4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite. Advisory: Art 241.

This course is designed to broaden the base of opportunity for students to develop and expand their personal artistic direction. Technical and formal instruction are 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 are 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. Evaluation of student work and progress is ongoing through regular studio contact and through group and individual critique. (CSU/UC)

ART 243: Painting in the Era of Post Modernism - Concepts and Techniques

4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Art 241.

This advanced studio painting course explores 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 are explored in the context of painting. (CSU/UC)

ART 244: Watercolor III

4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Art 145.

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

ART 245: Watercolor IV

4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Art 244.

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

ART 246: Life Painting III

4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Art 147.

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

ART 247: Life Painting IV

4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Art 246.

Advanced instruction in painting the human figure. Individualized instruction allows for emphasis to be placed on either portraiture or painting the entire figure. Concepts of color, design and style are included for the advanced student. Experimentation in new techniques and materials is encouraged. (CSU/UC)

ART 252: Printmaking III

4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Art 153.

An in-depth continuation of Art 152-153 including planographic (lithography), photo etching, thermafax screens, advanced monotype/monoprinting and other experimental processes. Emphasis on personal expression and professional presentation of work. (CSU)

ART 253: Printmaking IV

4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Art 252.

An in-depth continuation of Art 152-153 including planographic (lithography), photo etching, thermafax screens, advanced monotype/monoprinting and other experimental processes. Emphasis on personal expression and professional presentation of work. (CSU)

ART 265: Fiber Sculpture III

4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite. Advisory: Art 166.

Experimental media in the textile construction field encourage ideas not bound by a vast history and lend themselves to fresh and spontaneous ways of working with surface and structure. Application of skills and personal direction to advanced level work. Emphasis on developing individual concepts and expression. (CSU)

ART 266: Fiber Sculpture IV

4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite. Advisory: Art 265.

Emphasis is placed on the design process and development of a personal strategy for problem solving. Problems pertaining to perception, use of the imagination, and expanding imagery are given in areas of construction technique as well as dyeing and surface treatment. Students are expected to have a body of finished work that demonstrates their explorations and conceptual approach at the end of this class. (CSU)

ART 270: Ceramics III

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

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

ART 271: Ceramics IV

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

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

ART 275: Ceramic Sculpture

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

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

ART 276: Advanced Wheel Thrown Ceramics

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

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

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

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 171 or 177. Advisories: Art 112, 113 and 130. This course, intended for intermediate and advanced ceramics students who are already well grounded in basic clay working skills and glazing methods, is an opportunity to enlarge the scale of individual work as well as participate in the design, creation and installation of public art. Each project requires progressive technical ability and is assigned according to the student's level of experience, areas of interest and skill level. Examples of historical and contemporary architectural and large scale ceramics are explored through field trips, slide lectures and visits to regional sites. (CSU)

ART 278T: Large Scale Ceramics: Murals

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

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

ART 280: Sculpture III

4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 1. No prerequisite.

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

ART 281: Sculpture IV

4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 1. No prerequisite.

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

ART 285: Life Sculpture III

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

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

ART 286: Life Sculpture IV

4.0 Units. 3 lecture and 3 lab hrs/wk. Repeat: 1. Prerequisite: Art 285.

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

ART 290: Black and White Photography IV

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

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

ART 295: Advanced Projects in Art

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

This course provides advanced students with the opportunity to design and implement individual creative projects under the direction of the instructor. It provides a forum for exploring and testing potential project ideas that students take from concept to final

product. Intended for students who are ready to plan, design, and execute independent projects such as exhibitions, publications, and installations. May be taken four times for credit with a distinctive project required each time. (CSU)

ART 296: Advanced Group Projects in Art

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

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

ASTRONOMY

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

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

Department Phone: (415) 485-9549

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

ASTRONOMY COURSES (ASTR)

ASTR 101: Introduction to Astronomy

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

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

ASTR 105: Cosmic Evolution

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as ASTR 105, BIOL 105 or GEOL 105; credit awarded for only one course.

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: ASTR 101 or 105 or PHYS 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 develops students' ability to investigate and solve problems in astronomy. Techniques of experimentation, direct observation, data gathering, and interpretation are employed to solve both classical and contemporary problems in astronomy. The class includes observations using telescopes, astrophotography, and computer acquisition of data. This course develops students' 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-3, IGETC Area 5C

ASTR 117L: Introduction to Astronomy Lab

1.0 Unit. 3 lab hrs/wk. Prerequisite: ASTR 101 or 105 or PHYS 110 or concurrent enrollment.

This course develops students' ability to investigate and solve problems in astronomy. Techniques of experimentation, direct observation, data gathering, and interpretation are employed to solve both classical and contemporary problems in astronomy. The class includes observations using telescopes, astrophotography, and computer acquisition of data. This course develops students' awareness of the scientific method and how to apply it to specific problems and their solutions. (CSU/UC) AA/AS Area A, CSU Area B-1 or B-3, IGETC Area 5A

AUTOMOTIVE COLLISION REPAIR TECHNOLOGY

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

Career Options

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

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

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

(Certificate of Achievement also awarded.)

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

REQUIREMENTS			UNITS
ACRT/AUTO	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
TOTAL UNITS			**41**

* 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
TOTAL UNITS			**21**

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
TOTAL UNITS			**19**

* 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
TOTAL UNITS			**20**

* Applied toward the Certificate of Achievement only.

AUTOMOTIVE COLLISION REPAIR TECHNOLOGY COURSES (ACRT)

ACRT 095: Applied Automotive Math

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

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

ACRT 101: Basic Sheet Metal Operations for Automotive Collision Repair

2.0 Units. 1 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite.

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

ACRT 102: Introduction to Automotive Collision Repair

2.0 Units. 1 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite.

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

ACRT 103: Nonstructural Analysis and Damage Repair

2.0 Units. 1 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite.

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

ACRT 104: Structural Analysis and Damage Repair

2.0 Units. 1 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite.

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

ACRT 105: Advanced Structural Analysis and Damage Repair

2.0 Units. 1 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite.

This course introduces advanced structural analysis techniques and their usefulness in other applications. The course includes advanced metal straightening fundamentals, and introduces tools, techniques, and theories of plastic damage repair. Students learn how to follow a professionally prepared blueprint or personal drawing, and learn about repair of hybrid technology components. Additional topics include manufacturing technology, new vehicle aerodynamics, metallurgy, synthetic substitutes, and mathematical/geometric predictions of what happens during impact/repair. (CSU)

ACRT 106: Metal Fabrication

2.0 Units. 1 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite.

This course introduces advanced metal fabrication techniques and their usefulness in other applications. The course includes basic metal straightening fundamentals, and introduces tools, techniques, and theory of metal fabrication. Students learn how to follow a professionally prepared blueprint or personal drawing. Upon completion, students should be able to build components/chassis with the correct geometric angles, and to fabricate, form, and fit various sheet metal components to meet industry standards. (CSU)

ACRT 107: MIG Welding for Automotive Collision Repair

2.0 Units. 1 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite.

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

ACRT 160A: Automotive Painting and Refinishing Repair Workshop

1.5 Units. 1.5 lecture and 8 lab hrs/wk for 6 weeks. Repeat: 3. No prerequisite.

A skill-building workshop in the area of automotive refinishing. Students work on projects of their choice under the direction and supervision of the instructor. Practice includes methods and techniques in all levels of auto refinishing. Related aspects of the automotive collision repair field are also reviewed and practiced. (CSU)

ACRT 160B: Automotive Dent and Damage Repair Workshop

1.5 Units. 1.5 lecture and 8 lab hrs/wk for 6 weeks. Repeat: 3. No prerequisite.

A skill-building workshop in the area of automotive dent and damage repair. Students work on projects of their choice under the direction and supervision of the instructor. Practice includes methods and techniques in all levels of auto non-structural repair. Related aspects of the automotive collision repair field are also reviewed and practiced. (CSU)

ACRT 160C: Automotive Structural Repair Workshop

1.5 Units. 1.5 lecture and 8 lab hrs/wk for 6 weeks. Repeat: 3. No prerequisite.

A skill-building workshop in the area of automotive structural repair. Students work on projects of their choice under the direction and supervision of the instructor. Practice includes methods and techniques in all levels of auto structural repair. Related aspects of the automotive collision repair field are also reviewed and practiced. (CSU)

ACRT 160D: Automotive Mechanical and Electrical Repair Workshop

1.5 Units. 1.5 lecture and 8 lab hrs/wk for 6 weeks. Repeat: 3. No prerequisite.

A skill-building workshop in the area of automotive mechanical and electrical repair. Students work on projects of their choice under the direction and supervision of the instructor. Practice includes methods and techniques in all levels of auto mechanical and electrical repair. Related aspects of the automotive collision repair field are also reviewed and practiced. (CSU)

ACRT 160E: Automotive Plastic Repair Workshop

1.5 Units. 1.5 lecture and 8 lab hrs/wk for 6 weeks. Repeat: 3. No prerequisite.

A skill-building workshop in the area of automotive plastic repair. Students work on projects of their choice under the direction and supervision of the instructor. Practice includes methods and techniques in all levels of auto plastic repair. Related aspects of the automotive collision repair field are also reviewed and practiced. (CSU)

ACRT 167: Joining and Fastening Processes

2.0 Units. 1 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite.

This course iintroduces various methods and techniques of fastening and joining metals and various metal parts as they relate to the vehicle body and frame. This includes plasma arc cutting, electric spot, migwire, gas fusion, brazing, riveting, bolting, clips, retainers, and epoxy. Through this practicum experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. (CSU)

ACRT 168: Joining and Fastening Processes II

2.0 Units. 1 lecture and 3 TBA hrs/wk. Repeat: 3. No prerequisite.

This course introduces advanced methods and techniques of fastening and joining metals and various metal parts as they relate to the vehicle body and frame. This includes plasma arc cutting, electric spot, migwire, gas fusion, brazing, riveting, bolting, clips, retainers, and epoxy. Through this practicum experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. (CSU)

ACRT 169: Metalworking and Fundamentals I

4.0 Units. 2 lecture and 6 TBA hrs/wk. Repeat: 3. No prerequisite.

This course prepares students to successfully enter the automotive collision repair field, and to understand metalworking techniques for their usefulness in other applications. It includes basic metal straightening fundamentals and introduces the beginner to the tools, techniques, and theory of metalworking. Through this practicum experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. (CSU)

ACRT 171: Dent and Damage Repair

2.0 Units. 1 lecture and 3 TBA hrs/wk. Repeat: 3. No prerequisite.

This course is designed for the person whose car has everyday run-of-the-mill dents, scrapes, scratches, and gouges. 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. (CSU)

ACRT 176: Introduction to Plastics for Automotive Body Repair

2.0 Units. 1 lecture and 3 TBA hrs/wk. Repeat: 3. No prerequisite.

Because plastic is lighter in weight than metal, it has become an important part of today's vehicles.Plastic vehicle parts include bumpers, fender extensions, fascias, fender aprons, grille openings, stone shields, instrument panels, trim panels, fuel lines, door panels, and engine parts. In this course, students will be able to understand and use plastics of all types in repairs of these parts. Through this practicum experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. (CSU)

ACRT 177: Maintenance and Detailing

2.0 Units. 1 lecture and 3 TBA hrs/wk. Repeat: 3. No prerequisite.

This course covers complete auto body care and maintenance: buffing, rubbing, polishing, upholstery cleaning and dyeing, carpet and mat cleaning, vinyl and convertible top maintenance and color change, chrome parts and paint upkeep, and engine and chassis cleaning. Through this practicum experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. (CSU)

ACRT 178: Introduction to Welding for Automotive Body Repair

2.0 Units. 1 lecture and 3 TBA hrs/wk. Repeat: 3. No prerequisite.

With major collision repairs, many of the panels or parts on a vehicle must be replaced and welded into place. In this course, students learn how to identify the three classes of welding and the techniques used in the welding and installation of panels. Students learn various methods of welding, basic welding techniques, grazing and soldering, and plasma arc cutting. Through this practicum experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. (CSU)

ACRT 180: Panel Replacement

2.0 Units. 1 lecture and 3 TBA hrs/wk. Repeat: 3. No prerequisite.

This course covers the basic procedures involved in the removal and replacement of quarter panels, rocker panels, door panels, and top panels. It also includes the various methods available for splicing damaged body panels or sections, rocker panels, floor sections, and front and rear body clips. Through this practicum experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. (CSU)

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

4.0 Units. 2 lecture and 6 lab hrs/wk. Repeat: 3. No prerequisite.

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

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

4.0 Units. 2 lecture and 6 lab hrs/wk. Repeat: 3. No prerequisite.

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

ACRT 225: Automotive Careers and Customer Relations

2.0 Units. 32 lecture hrs/semester. No prerequisite. May be taken as ACRT 225 or AUTO 225; credit awarded for only one course.

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

ACRT 273: Painting and Refinishing

4.0 Units. 2 lecture and 6 TBA hrs/wk. Repeat: 3. No prerequisite.

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

ACRT 274: Painting and Refinishing - Urethanes and Polyurethanes

4.0 Units. 2 lecture and 6 TBA hrs/wk. Repeat: 3. No prerequisite.

This course introduces the highly-skilled field of automotive urethanes and polyurethane refinishing. It includes a comprehensive study of the materials, equipment, and techniques used for the successful application of each of these widely used automotive refinishing materials. Through this practicum experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. (CSU)

ACRT 279: Frame Straightening and Repair

2.0 Units. 1 lecture and 3 TBA hrs/wk. Repeat: 3. No prerequisite.

This course covers conventional and unitized constructed vehicle frames, straightening and alignment of each type, alignment at cross members, rear and side frame members, suspension systems, and steering principles in their relationship to frame alignment. Through this practicum experience, students will have the opportunity to integrate their classroom knowledge in a workplace environment. (CSU)

ACRT 290: Electric Vehicle Conversion and Hybrid Maintenance

3.0 Units. 2.5 lecture and 1.5 lab hrs/wk. Repeat: 3. No prerequisite. May be taken as ACRT 290 or ELEC 290; credit awarded for only one course.

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

AUTOMOTIVE TECHNOLOGY

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

Career Options

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

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

A.S. IN AUTOMOTIVE TECHNOLOGY: CHASSIS REPAIR TECHNICIAN

(Certificate of Achievement also awarded.)

An Associate of Science degree in Automotive Technology: Chassis Repair Technician is awarded for satisfactory completion of the technical requirements, as well as the general education requirements. A Certificate of Achievement is awarded for satisfactory performance in required technical training.

The Chassis Repair Technician career path is designed to prepare students to enter the automotive service repair industry at the second year apprenticeship level or higher. The goal of this certificate is to provide the student with both theory and manipulative skills training in engine repair, brakes, suspensions, drive trains, and heating and air conditioning areas included in the Automotive Technician

Training Standards (ATTS). While completing the program for the Certificate of Achievement or degree, students are required to work 1500 hours in the service repair industry, as well as provide their own basic tool set.

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.			
TOTAL UNITS			**36.5**

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.

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.

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.			
TOTAL UNITS			**26**

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.

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
TOTAL UNITS			**13**

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 095: Applied Automotive Math

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

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

AUTO 110: Introduction to Automotive Maintenance

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

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

AUTO 111: Automotive Maintenance - Intermediate

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

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

AUTO 112: Automotive Engines

4.0 Units. 2 lecture and 6 lab hrs/wk. Repeat: 1. No prerequisite.

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

AUTO 113: Specialized Electronic Training

5.0 Units. 4 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite.

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

AUTO 114: Automotive Basic Fuel Systems

4.0 Units. 2 lecture and 6 lab hrs/wk. Repeat: 1. No prerequisite.

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

AUTO 116: Automotive Electrical Systems

6.0 Units. 3 lecture and 9 lab hrs/wk. Repeat: 1. No prerequisite.

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

AUTO 118: Brakes, Alignment and Suspension

6.0 Units. 3 lecture and 9 lab hrs/wk. Repeat: 1. No prerequisite.

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

AUTO 225: Automotive Careers and Customer Relations

2.0 Units. 32 lecture hrs/semester. Repeat: 1. No prerequisite. May be taken as AUTO 225 or ACRT 225; credit awarded for only one course.

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

AUTO 228: Automotive Computer Controls

4.0 Units. 2 lecture and 6 lab hrs/wk. Repeat: 3. No prerequisite.

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

AUTO 229: Automotive Systems, Troubleshooting and Diagnosis

4.0 Units. 2 lecture and 6 lab hrs/wk. Repeat: 3. No prerequisite.

This course provides training in diagnosing and servicing modern automotive electronic systems used on cars, pickups, light trucks, and utility vehicles. It covers the diagnostic thought process used to diagnose and repair cranking, charging, ignition, air bag, lighting systems, gauge and instrument panels, horn, wiper/washer, and accessory systems. (CSU)

AUTO 230: Light Duty Diesel Engine Performance and Emissions

2.0 Units. 1 lecture and 3 lab hrs/wk. Repeat: 2. No prerequisite. Advisory: AUTO 113 and 116.

This course provides training in diagnosing and servicing modern, computer-controlled light duty diesel vehicles. It 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. (CSU)

AUTO 232: Automatic Transmission/Transaxles

4.0 Units. 2 lecture and 6 lab hrs/wk. Repeat: 3. No prerequisite.

This course provides training in diagnosing and servicing modern automotive automatic transmissions and transaxles used on cars, pickups, light trucks, and utility vehicles. It covers construction, function, and principles of operation including planetary gears, power flow, friction devices, and hydraulic and electrical controls. (CSU)

AUTO 233: Manual Drive Trains and Axles

4.0 Units. 2 lecture and 6 lab hrs/wk. Repeat: 3. No prerequisite.

This course provides training in diagnosing and servicing modern automotive manual transmissions and transaxles used on cars, pickups, light trucks, and utility vehicles. It covers construction, function, and principles of operation including clutches, transmissions, transaxles and 4-wheel drive systems. (CSU)

AUTO 235: Automotive Air Conditioning

2.5 Units. 2 lecture and 1.5 lab hrs/wk. Repeat: 3. No prerequisite.

This course provides training in diagnosing and servicing modern automotive heating and air conditioning systems used on cars, pickups, light trucks and utility vehicles. It covers construction, function and principles of heating and air conditioning systems, components and controls. (CSU)

AUTO 238: Basic Area Clean Air Car Course

3.5 Units. 3 lecture and 1.5 lab hrs/wk. Repeat: 1. No prerequisite.

This course partially satisfies the educational prerequisite to become a "Basic Area" smog inspection technician of the Bureau of Automotive Repair (BAR). This course provides training on BAR rules and regulations, emission control systems theory and operation, cause and effect of mobile source air pollution, operation of the BAR 97 EIS, OBD II theory, operation, diagnosis and advanced scan tool diagnostics. (CSU)

AUTO 240: Enhanced Area Clean Air Car Course

1.0 Unit. 1.125 lecture and 0.625 lab hrs/wk. Repeat: 1. 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. 4 lecture and 9 lab hrs/semester. No prerequisite.

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 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 275: Automotive Brake Systems

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

This course provides training in the operation and repair of brake systems used on cars, pickups, light trucks and utility vehicles, and on the use of tools used to diagnose and repair brake systems. (CSU)

AUTO 277: Alignment and Suspension

2.0 Units. 1 lecture and 3 lab hrs/wk. Repeat: 1. No prerequisite.

This course provides training in the operation and repair of suspension systems used on cars, pickups, light trucks and utility vehicles, and on the use of modern diagnostic tools used to diagnose, repair and align suspension systems. (CSU)

AUTO 281: Electrical and Electronic Systems Training - A6 Alternative

2.0 Units. 2 lecture and 1 lab hrs/wk. Repeat: 1. No prerequisite.

This course provides training in diagnosing and servicing modern automotive electrical systems used on 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 vehicles with driveability and emission faults. (CSU)

AUTO 283: Engine Performance Diagnosis and Repair - A8 Alternative

2.0 Units. 2 lecture and 1 lab hrs/wk. Repeat: 1. No prerequisite.

This course provides training in diagnosing and servicing modern automotive fuel and ignition systems used on cars, pickups, light trucks and utility vehicles. Emphasis is placed on developing a comprehensive understanding of engine mechanical condition, fuel management, ignition systems and computer engine controls, with special emphasis on diagnosis, repair and testing of vehicles with driveability and emission faults. (CSU)

AUTO 285: Advanced Engine Performance/Emissions (L1 Alternative)

2.0 Units. 2 lecture and 1 lab hrs/wk. Repeat: 1. No prerequisite.

This course provides training in diagnosing and servicing modern automotive 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
Paul Christensen, Dikran Martin
Department Phone: (415) 485-9630

BEHAVIORAL SCIENCE COURSES (BEHS)

BEHS 103: Human Sexuality

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

This survey course examines aspects of human sexual behavior. Topics 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. 3 lecture hrs/wk. No prerequisite.

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

BEHS 114: Chemical Dependency

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

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

BEHS 118: Drugs and Behavior

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

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

BEHS 252: Seminar and Fieldwork Experience

3.0 Units. 1.5 lecture and 4.5 TBA hrs/wk. Repeat: 1. No prerequisite. Corequisite: PSY 110 or 112 or SOC 110. May be taken as BEHS 252 or PSY 252; credit awarded for only one course.

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

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.

REQUIREMENTS			UNITS
BIOL	115	Principles of Biology	5
BIOL	116	Principles of Animal and Plant Diversity	5
CHEM	115	Survey of Organic and Biochemistry	4
Or			
CHEM	131	General Chemistry I	5
And			
CHEM	132	General Chemistry II	5
MATH	104	Plane Trigonometry	3
PHYS	108A	General Physics I	4
PHYS	108B	General Physics II	4
TOTAL UNITS			25 to 31

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	104	Ecology of Infectious Diseases	3
BIOL/ENVS	143	Marin Parks and Open Spaces	4
BIOL	164	Introduction to Mammalogy	3
BIOL	165	World of Insects	2
BIOL	165L	Introduction to Insect Biodiversity Laboratory	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	Physical Environment	3
BIOL/GEOL	142	Environmental Policy and Decision-Making	3
Or			
BIOL/GEOL	145	Ethics in Science	3
Or			
GEOG	102	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
TOTAL UNITS			**16 to 17**

BIOLOGY COURSES (BIOL)

BIOL 099: General Science

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

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

BIOL 100: Nutrition

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

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

BIOL 101: Field Biology

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

This outdoor field course is designed to give nonmajors in biology an overview of Marin's varied plant and animal communities. Most of Marin's 25 biotic community types are investigated including aquatic and terrestrial. Identification of plants, animals, and ecology are major areas of emphasis. (CSU) AA/AS Area A

BIOL 104: The Ecology of Infectious Diseases

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

This course is designed for both science and nonscience majors interested in understanding the distribution and spread of infectious diseases. Emphasis is on the role that specific environments play in determining where and when epidemics will occur. Topics include the biology and ecology of microorganisms and their hosts, geographic medicine, the impact of human activity on the incidence and transmission of infectious diseases, and epidemics in human history. (CSU)

BIOL 105: Cosmic Evolution

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as BIOL 105, ASTR 105 or GEOL 105; credit awarded for only one course.

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

BIOL 107: Human Biology

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as BIOL 107 or PE 107; credit awarded for only one course.

This course introduces the structure, function, and development of the human body, and foundational concepts to explore personal and societal issues involving human biology. Topics include an introduction to scientific methods of investigation and some elementary chemistry (no previous background necessary) as a basis for understanding human functions such as movement, digestion, circulation, reproduction, and other systems. Some diseases and other causes of body malfunction are discussed. (CSU/UC) AA/AS Area A, CSU Area B-2, IGETC Area 5B

BIOL 108A: Human Sexuality

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

This survey course covers human sexuality from a cross-disciplinary approach, examining sexuality from physiological, anatomical, behavioral, and cross-cultural perspectives. Topics include conception, fetal development, labor and birth, puberty, menstruation, sexual intercourse, menopause, sexually transmitted diseases, sexual variations, masturbation, contraception, anatomy, hormones, medical disorders, pornography, relationships, sexuality and current trends in the research of sexual behavior. (CSU/UC) AA/AS Area A, CSU Area D-7 or E, IGETC Area 4G

BIOL 109: Heredity and Evolution

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

This course introduces the principles of genetics and evolution. The factors that govern inheritance and natural selection are presented, and their impact on physical and cultural evolution discussed. Current issues surrounding genetic counseling, genetic engineering, recombinant DNA technologies, and emerging infectious diseases are introduced. (CSU/UC) AA/AS Area A, CSU Area B-2, IGETC Area 5B

BIOL 110: Introduction to Biology

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: Concurrent enrollment in BIOL 110L.

An introduction to the science of biology for nonmajors and the most basic course for biology majors, this course gives a broad overview of modern biology that should be equally useful to those needing a foundation for later work in biology, health sciences, the environmental sciences, or to those simply wanting to understand and participate more intelligently in a human society more and more influenced by biological discoveries. It presents the essentials of most of the principal areas of biology: ecology, evolution, genetics, anatomy, physiology, cell biology and molecular biology. (CSU/UC) AA/AS Area A, CSU Area B-2, IGETC Area 5B

BIOL 110L: Introduction to Biology Laboratory

1.0 Unit. 3 lab hrs/wk. No prerequisite. Advisory: BIOL 110 or concurrent enrollment.

A hands-on course designed to develop basic laboratory skills and techniques and to illustrate basic biological concepts and principles for majors and non-majors. Essential skills include use of lab and field equipment and recording and interpretation of observations. Subjects in ecology, evolution, genetics, anatomy, physiology, cell biology and molecular biology are investigated through observations and experiments in the laboratory and in the field. Sequence of topics is synchronized with that of BIOL 110. (CSU/UC) AA/AS Area A, CSU Area B-3, IGETC Area 5C

BIOL 112A: Majors' Biology: Animals, Protozoa, Evolution and Classification

5.0 Units. 3 lecture and 6 lab hrs/wk. Prerequisites: Math 103 or 103AB or 103XY or satisfactory score on Math Assessment Test. Advisories: BIOL 110 and 110L, and concurrent enrollment in CHEM 131.

This is the first in a three-semester sequence equivalent to the majors' biology sequences at other colleges and universities. It covers basic topics in evolution and classification, as well as fundamentals of anatomy, physiology, and classification of protozoa and animals. In the laboratory, students investigate the structure, function and evolutionary implications of animals using standard laboratory and field techniques. (CSU/UC) AA/AS Area A, CSU Area B-2 and B-3, IGETC Area 5B and 5C

BIOL 112B: Majors' Biology: Plants, Algae, Fungi, and Ecology

5.0 Units. 3 lecture and 6 lab hrs/wk. Prerequisite: Math 103 or 103AB or 103XY or satisfactory score on Math Assessment Test. Advisories: BIOL 110 and 110L, CHEM 131.

This is the second in a three-semester sequence that is the equivalent of the majors' biology sequences at other colleges and universities.

This semester covers basic topics in general ecology as well as fundamentals of anatomy, physiology, classification, evolution and ecology of the major groups of algae, plants and fungi. (CSU/UC) AA/AS Area A, CSU Area B-2 and B-3, IGETC Area 5B and 5C

BIOL 112C: Majors' Biology: Molecules, Cells, Prokaryotes and Genetics

5.0 Units. 3 lecture and 6 lab hrs/wk. Prerequisites: CHEM 131, and Math 103 or 103AB or 103XY or satisfactory score on Math Assessment Test. Advisory: BIOL 110 and 110L.

This third semester in the biology majors' sequence covers the fundamentals of molecular and cell biology, genetics and molecular evolution, DNA technology, and the biology of viruses, bacteria, and archaea. Students incorporate lecture concepts into laboratory experiments which they design, carry out, analyze and report. (CSU/UC) AA/AS Area A, CSU Area B-2 and B-3, IGETC Area 5B and 5C

BIOL 115: Principles of Biology

5.0 Units. 3 lecture and 6 lab hrs/wk. Prerequisites: BIOL 110, 110L, and CHEM 131.

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. (CSU/UC) AA/AS Area A, CSU Area B-2 and B-3, IGETC Area 5B and 5C

BIOL 116: Principles of Animal and Plant Diversity

5.0 Units. 3 lecture and 6 lab hrs/wk. Prerequisite: Math 103 or 103AB or 103XY or satisfactory score on Math Assessment Test. Advisories: BIOL 110 and 110L, and concurrent enrollment in CHEM 131.

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. (CSU/UC) AA/AS Area A, CSU Area B-2 and B-3, IGETC Area 5B and 5C

BIOL 120: Human Anatomy

5.0 Units. 3 lecture and 6 lab hrs/wk. Prerequisite: BIOL 110 and 110L. Advisory: Completion of ENGL 98 or equivalent.

A study of the gross and microscopic structure of the tissues, organs and organ systems of the human body, including major functions. The class makes use of models, slides, 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 and 5C

BIOL 138: Introduction to Environmental Sciences

4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite. Can be taken as BIOL 138 or GEOL 138; credit awarded for only one course.

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 and social sciences 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. 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 and 5C

BIOL 140: Environmental Field Techniques

1.0 Unit. 3 lab hrs/wk. Repeat: 3. No prerequisite. Can be taken as BIOL 140 or GEOL 140; credit awarded for only one course.

This field-based course teaches the fundamentals of environmental sampling and monitoring. Topics include surveying and mapping; data collection and management; and hydrological, geological, and biological assessment methods. (CSU)

BIOL 142: Environmental Policy and Decision-Making

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as BIOL 142, GEOL 142, or ENVS 142; credit awarded for only one course.

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

BIOL 143: Stewardship of Marin Parks and Open Spaces

4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite. May be taken as BIOL 143 or ENVS 143; credit awarded for only one course.

Besides making Marin a desirable place in which to live and travel, its nonurbanized park and open space areas carry with them a great responsibility: preservation and enhancement of their best qualities for present and future generations. Fulfilling this responsibility involves a diverse mix of philosophical, legislative, biological, sociological and logistical challenges. The course includes essential background material, interviews with current management personnel, and field visits to parkland and open space areas of special interest. (CSU)

BIOL 145: Ethics in Science

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as BIOL 145 or GEOL 145; credit awarded for only one course.

This interdisciplinary course explores some of the most pressing issues facing our society today, enabling students to investigate and understand the controversies surrounding current and future technologies, and helping them make rational decisions in their own lives and at the voting booth. Topics include scientific fraud, recombinant DNA technologies, the human genome project, energy and land use, and toxic waste. (CSU/UC) AA/AS Area C

BIOL 147: Food, People, Health and the Environment

4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite. May be taken as BIOL 147 or ENVS 147; credit awarded for only one course.

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

BIOL 148: Marin County Agriculture

4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite. May be taken as BIOL 148 or ENVS 148; credit awarded for only one course.

This course focuses on one of Marin County's most significant human activities in terms of use of land and other natural resources, preservation of a valuable way of life, generation of economic benefits and formation of the unique character of the local environment. It offers a general agricultural overview; historical background and explanation of important biological, social and economic processes; and insights provided by current Marin County agricultural systems including beef and dairy, poultry, shellfish, flowers, fruits and vegetables, from planning and production through marketing and consumption. Includes field trips to notable local farms. (CSU)

BIOL 150: Environmental Science Seminar and Fieldwork

3.0 Units. 1 lecture and 6 lab hrs/wk. Repeat: 1. Prerequisite: BIOL 138 or GEOL 138. May be taken as BIOL 150 or ENVS 150; credit awarded for only one course.

This overview of the career options in environmental science introduces potential employers in the field and provides firsthand experience of working to solve environmental problems. After receiving general career information, students work with community agencies or organizations according to procedures established by mutual agreement. Students meet in class on campus for initial orientation, to discuss progress during the semester, and to present results of their experiences at the end. (CSU)

BIOL 159: Introduction to Aquatic Biology

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

A field and hands-on laboratory course on the natural history and ecology of both living and nonliving components of freshwater environments. It offers practical experience in the identification and interrelationships of local plant and animal species found in freshwater ecosystems. Students gain field experience in interpreting basic concepts in ecology, biotic zonation, and survival through adaptation and natural selection. (CSU) AA/AS Area A

BIOL 160: Soil: Ecology and Management

3.0 Units. 2.5 lecture and 1.5 lab hrs/wk. No prerequisite. Can be taken as BIOL 160 or ELND 160; credit awarded for only one course.

This class explores how soil forms and develops, its physical and biological components, and their interrelationships. Topics include a historical review of soil/human interactions, soil formation from parent material, classification, physical properties such as texture and structure, life forms found in the soil and their interrelationships, relationships between soil properties and soil's ability to support plant growth, and approaches to use soil in a sustainable manner. (CSU/UC) CSU Area B-1, IGETC Area 5A

BIOL 161: Field Botany

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

A comprehensive introduction to the native plants of Marin County, emphasizing identification, systematics, ecology, and natural history of Marin's vascular plants, with a brief overview of local bryophytes. Laboratory investigations include hands-on study and identification of live plant specimens. Field explorations aid ecological understanding of natural plant groupings, and provide added experience in identification. (CSU)

BIOL 162: General Ecology

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: BIOL 110.

Introduction to the ecology of organisms in their environment, emphasizing ecology of global, regional and local environmental sustainability. Field explorations are used in understanding ecological concepts in relation to Marin's biotic communities. (CSU/UC) AA/AS Area A, CSU Area B-2 or B-3, IGETC Area 5B and 5C

BIOL 163: Ecology of Estuaries

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: BIOL 110.

Special ecological study of the greater San Francisco Bay estuary system of rivers, Delta, sloughs/marshes, lower bays, and Tomales Bay/Bolinas Lagoon habitats. Dynamics of natural ecology and man's encroachment/pollution are studied. (CSU)

BIOL 164: Introduction to Mammalogy

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: BIOL 110.

Introduction to the natural history, ecology, and behavior of mammals, emphasizing the natural history of California mammals, techniques in studying mammals, and tracking and interpretation of mammal sign. Laboratory investigations include hands-on analysis of mammal anatomy and physiology. Field explorations are used in understanding mammalogy concepts in relation to survival strategies. (CSU)

BIOL 165: The World of Insects

2.0 Units. 2 lecture hrs/wk. No prerequisite. Advisory: BIOL 110.

A general introduction to the largest group of organisms on earth today. Topics include insect structure and function, history and evolution, habitats and adaptations, and ecological relationships with other organisms, including those of major economic importance to humans in the areas of agriculture, architecture, forestry, animal husbandry, medicine and public health. As befits such a diverse and hard-to-ignore group, insect roles in literature, folklore, philosophy, painting, sculpture and other arts will not be neglected. (CSU)

BIOL 165L: Introduction to Insect Biodiversity Laboratory

2.0 Units. 6 lab and 2 TBA hrs/wk. No prerequisite. Advisory: BIOL 165.

As the largest group of animals on earth, and one that strongly affects humans, insects invite closer study by all who are interested in the living world. This course provides hands-on experience in learning to find insects, to identify them, and to recognize evolutionary and ecological patterns in their sometimes bewildering abundance and diversity. Sight recognition of the major orders and families, basic field and laboratory procedures, and visits to a representative selection of insect habitats in Marin. (CSU)

BIOL 167: Introduction to Herpetology

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: BIOL 110.

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. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: BIOL 110.

This science-based course takes a field oriented approach to understanding the biology of birds, including bird form and function, anatomy, physiology, flight mechanics and migration. Visits to local wildlife refuges, lagoons, lakes, shorelines and forests to learn to identify and observe migrating shorebirds and raptors and wintering waterfowl. This fall course concentrates on migratory species and wintering waterfowl. (CSU) AA/AS Area A

BIOL 169B: Introduction to Ornithology B

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: BIOL 110.

This science-based course takes a field oriented approach to understanding the biology of birds, including bird behavior, vocal behavior, bird reproductive biology, and avian ecology. Visits to local wildlife refuges, lagoons, lakes, shorelines and forests to learn to identify and observe summer residents and nesting birds. (CSU) AA/AS Area A

BIOL 170: Biology of Marine Animals

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: BIOL 110.

An introduction to the natural history, ecology, and behavior of marine animals, emphasizing identification and natural history of marine intertidal invertebrates. Various local marine habitats are 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 survival strategies. (CSU)

BIOL 171: Biology of Marine Mammals

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

Taking an integrated approach to the biology of marine carnivores, cetaceans and sirenians, lecture, laboratory and field explorations provide a framework for fundamental biological and ecological concepts. Topics include functional morphology, sensory systems, energetics, reproduction, communication and cognition, behavior, distribution, population biology, feeding ecology, and the physiological adaptations that have enabled marine mammals to exploit their aquatic environment such as diving, thermoregulation, osmoregulation, and orientation. (CSU/UC)

BIOL 224: Human Physiology

5.0 Units. 3 lecture and 6 lab hrs/wk. Prerequisites: BIOL 110 and 110L or equivalent, and CHEM 110 or 114. Advisory: completion of ENGL 98 or 98SL or equivalent.

This course examines the function and structure of the human body, emphasizing 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 and B-3, IGETC Area 5B and 5C

BIOL 235: General Marine Biology

4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite. Advisory: BIOL 110 and 110L. Class includes field trips. Field trips may meet earlier and run later than scheduled to take advantage of low tides.

This laboratory and field course provides an overview of marine plant and animal communities, including fundamental physical oceanography, marine ecology, marine zoology, marine botany, and field studies, emphasizing local marine communities: rocky intertidal estuaries, salt marshes, sandflats, mudflats, and floating docks. Laboratory investigations include phytoplankton and zooplankton studies, fish identification and internal morphology, marine invertebrate identification, and marine algae preservation techniques. (CSU/UC) AA/AS Area A, CSU Area B-2 and B-3, IGETC Area 5B and 5C

BIOL 237: Marine Ecology Field Studies

2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite. Sixteen lecture and forty-eight laboratory hours during a nine-day field trip.

An introduction to the natural history and ecology of marine plants and animals, emphasizing identification, evolution, life histories, and survival strategies of intertidal and subtidal organisms of the Pacific Northwest coast. Terrestrial systems such as temperate rain forests are investigated to compare with marine systems. Field investigations include hands-on analysis of marine algae, invertebrate, vertebrate, and nonliving interrelationships. (CSU)

BIOL 240: Microbiology

5.0 Units. 3 lecture and 6 lab hrs/wk. Prerequisites: BIOL 110 and 110L; plus CHEM 110 or 114. Advisory: ENGL 98 or 98SL or equivalent.

This course, primarily for biology and health science majors, is a lecture/laboratory based course with equal emphasis on both. The fundamentals of microbial taxonomy, ecology, anatomy, physiology, genetics, and biotechnology are covered. Viruses, bacteria, fungi, protists, and helminths are discussed. Emphasis is on the role that microorganisms play in human health and disease. (CSU/UC) AA/AS Area A, CSU Area B-2 and2 B-3, IGETC Area 5B and 5C

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

3.0 Units. No prerequisite. Can be taken as BIOL 242 or GEOL 242; credit awarded for only one course. A two-week field trip that includes 17.5 lecture hours and 104 hours of field lab.

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. 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. (CSU)

BIOL 243: Natural History of Hawaii

3.0 Units. 1 lecture and 6.5 lab hrs/wk. Repeat: 2. Prerequisite: BIOL 110 or GEOL 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. (CSU)

BIOL 245: Field Ecology of Marin

1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. Repeat: 3. No prerequisite. Three all-day field trips and eight lecture hours to be arranged.

This course offers practical experience in the identification and interrelationships of local plant and animal species. Climatological and geological features of Marin are also explored. (CSU)

BIOL 246: Field Ecology

2.0 Units. 0.75 lecture and 5 lab hrs/wk. Repeat: 3. Prerequisites: BIOL 101 or 115 or concurrent enrollment. 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 Eastern California Cold Desert, Owens Valley, Death Valley, and the Pacific coastal marine environment. This course offers field experience in interpreting basic concepts of ecology, biotic succession, and survival through adaptation and natural selection. (CSU/UC)

BIOL 247A: Extended Field Studies

1.5 Units. 0.5 lecture and 3 lab hrs/wk. Repeat: 3. 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. (CSU)

BIOL 247B: Extended Field Studies

3.0 Units. 9 lab hrs/wk. Repeat: 3. 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. (CSU)

BIOL 250: Scientific Research and Reporting

1.0 Unit. 1 lecture hrs/wk. Repeat: 3. No prerequisite. Advisories: BIOL 110 and GEOL 120. Can be taken as BIOL 250 or GEOL 250; credit awarded for only one course.

A hands-on, individualized course designed to walk learners step by step through a scientific research project of their choice. The final report of their findings will be delivered at a professional meeting. This course is designed for science majors who have completed the first year of their curriculum and desire a hands-on, real world experience in science. (CSU/UC)

BIOL 251: Biological Psychology

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as BIOL 251 or PSY 251; credit awarded for only one course.

This class explores the basic brain processes underlying the functioning of the human mind. Topics include basic synaptic functioning, psychopharmacology, stress and the immune system, learning and memory, sleep, mood disorders, schizophrenia, language, motor and sensory systems, sexuality, consciousness, endocrine function and interactions. (CSU/UC) AA/AS Area B, CSU Area D-9, IGETC Area 4

BIOL 270: Practicum in Identification and Taxonomy

1.0 Unit. 3 lab hrs/wk. Repeat: 3. No prerequisite. Advisory: BIOL 161 or 165L or 169A/B or equivalent.

This course provides students the opportunity to increase their skills in identification and classification of the organisms of Marin County and the surrounding area to the levels frequently needed for biodiversity studies and environmental assessments. Students already familiar with the basics of classification (and who can already identify, on sight, families of chosen groups) progress from this level to the genus and species levels of identification and classification of their groups of interest. Work may include preparation of specimens, review of pertinent literature, use of dichotomous keys, reference to museum specimens, and use of camera and microscopes.

BUSINESS

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

Career Options

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

Faculty

Sandy Boyd, Christine Li, Norman Pacula, Lawrence M. Tjernell, Brian Wilson
Department Phone: (415) 485-9610

Transfer

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

A.A. IN BUSINESS ADMINISTRATION - TRANSFER

This program provides an opportunity for students to earn an Associate in Arts degree in Business Administration while preparing to transfer as an upper division student to a four-year college or university. For those students considering a career in business, a baccalaureate degree is necessary. However, the attainment of an A.A. degree will demonstrate commitment to the field and the student's ability to complete an educational goal.

An Associate in Arts degree is awarded for satisfactory performance in major courses, as well as completion of general education and graduation requirements.

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
TOTAL UNITS			**23 to 23.5**

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

A.S. IN APPLIED ACCOUNTING, OCCUPATIONAL*

(Certificate of Achievement also awarded)

This program provides training for entry-level bookkeepers, as well as individuals with bookkeeping experience who wish to gain a better conceptual background in accounting and finance.
An Associate in Science degree is awarded for satisfactory completion of all requirements, as well as completion of general education and graduation requirements. A Certificate of Achievement is awarded for the satisfactory completion of the program.
*Please note: the requirements for this degree and Certificate of Achievement must be completed by the end of the 2013 summer session.

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
TOTAL CORE UNITS			**18**
Suggested Electives			
BUS	104	Introduction to Marketing	3
BUS	107	Business Law	3
BUS	108	Introduction to International Business	3
BUS	121	New Venture Creation	3
BUS	131	Supervision and Management	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.
*Please note: the requirements for this degree and Certificate of Achievement must be completed by the end of the 2013 summer session.

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
TOTAL CORE UNITS			**20.5**
Suggested Electives			
BUS	104	Introduction to Marketing	3
BUS	107	Business Law	3
BUS	108	Introduction to International Business	3
BUS	132	Human Resource Management	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 entrylevel management and supervision, preparing them for employment or professional advancement. It also prepares students to start, operate, and grow new or existing ventures and help those who work in large organizations to become more entrepreneurial in their outlook and performance.

An Associate in Science degree is awarded for satisfactory completion of all requirements, as well as completion of general education and graduation requirements. A Certificate of Achievement is awarded for the satisfactory completion of the program.
*Please note: the requirements for this degree and Certificate of Achievement must be completed by the end of the 2013 summer session.

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
TOTAL CORE UNITS			**20.5**

Suggested Electives

BUS	104	Introduction to Marketing	3
BUS	107	Business Law	3
BUS	108	Introduction to International Business	3
BUS	121	New Venture Creation	3
BUS	127	Create a Business Plan	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
TOTAL UNITS			**9**

BUSINESS COURSES (BUS)

BUS 101: Introduction to Business

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

This survey course explores the history, environment and functional areas of business, and analyzes the following topics: comparative economic systems focused on capitalism, globalization, ethical behavior and social responsibility, business ownership, entrepreneurship, 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. (CSU/UC) AA/AS Area B, CSU Area D-7

BUS 104: Introduction to Marketing

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

This introductory course to a vital business area is open to all students and 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. (CSU)

BUS 107: Business Law

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

This course develops students' understanding of the basic principles of business law and applications to typical business situations. Topics include law of contracts, agency and employment, negotiable instruments, personal property, bailments, sales of goods, real property, and partnerships. (CSU/UC)

BUS 108: Introduction to International Business

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

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. (CSU)

BUS 112: Financial Accounting

4.0 Units. 4 lecture hrs/wk. No prerequisite.

An introduction to accounting practice, principles and analysis. This course is basic for students in accounting, business administration, economics, law and other professions. It covers the accounting cycle for a service enterprise and for a merchandising enterprise, preparation of financial statements, internal control, valuation of receivables, depreciation and fixed asset disposal, debt structure, corporate capitalization and retained earnings, and finishing with a thorough discussion of financial statement analysis. (CSU/UC)

BUS 113: Managerial Accounting

5.0 Units. 5 lecture hrs/wk. Prerequisite: BUS 112.

This course covers fund flow analysis, basic managerial cost concepts and developments in contemporary managerial accounting, cost accounting systems, cost-volume-profit relationships, budgetary planning and control, responsibility accounting, performance evaluation through standard costs, and incremental analysis and capital budgeting. (CSU/UC)

BUS 114: Beginning Computer Accounting

1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: BUS 112.

A first course in the operation of computerized accounting software, designed for business entrepreneurs using a computerized accounting system in their business as well as students training to be professional accountants. Subjects include an overview of the software, setting up a company, entering, working with lists, setting up inventory, paying bills, payroll, and preparation of reports and graphs. (CSU)

BUS 121: New Venture Creation

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

This introductory course examines the process of starting, operating, and managing a small firm. Students discover the concepts of entrepreneurship, and the competencies, skills, know-how, experience, resources, and techniques 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. 1 lecture and 1.5 lab hrs/wk. No prerequisite.

This course provides a hands-on approach for actively developing an operational business plan. The process, using computer software, involves opportunity recognition, research, analysis, and completing each section of a business plan including the cover letter, the executive summary, company and industry overviews, market strategy and tactics, financial analysis, location, physical facilities, capital spending, purchasing, and promotion. Students receive individual attention regarding their business plans. (CSU)

BUS 129: The Art of Selling

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

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. 1.5 lecture hrs/wk. No prerequisite.

This introductory course covers the core concepts and current issues related to supervision and management. Students learn how to assume supervisory responsibility and how to apply management principles in today's rapidly changing world of work. (CSU)

BUS 132: Human Resource Management

1.5 Units. 1.5 lecture hrs/wk. No prerequisite.

This introductory course gives employers and employees an overview of the various functions within the human resource management field. (CSU)

BUS 133: Diversity in the Workplace

1.5 Units. 1.5 lecture hrs/wk. No prerequisite.

This course teaches students how to manage diversity. It broadens their viewpoints, beliefs, and attitudes; promotes an understanding of widely varying but equally valid world views; and prepares future leaders to effectively collaborate with the diverse groups they will encounter in the work and marketplaces. (CSU)

BUS 134: Human Relations

1.5 Units. 1.5 lecture hrs/wk. No prerequisite.

This course acquaints students with human relations and motivation in business and the implications of business practices as they apply to individual employees and supervisors. (CSU)

BUS 135: Managing Change and Innovation

1.5 Units. 1.5 lecture hrs/wk. No prerequisite.

This course is designed to develop the skills necessary to manage change and innovation within an organization which is dynamic, complex, and often unpredictable. Students learn how to help people and how organizations learn and renew themselves continuously. (CSU)

BUS 137: Managing Groups and Teams

1.5 Units. 1.5 lecture hrs/wk. No prerequisite.

This course teaches skills of leading and facilitating both the interpersonal relationships and the tasks of groups and teams. Primarily focused on the workplace, the skills can also be used in other settings, including working with volunteer groups. (CSU)

BUS 141: Intermediate Business English

2.0 Units. 2 lecture hrs/wk. Prerequisite: ENGL 98A and 98B.

This course presents grammar, usage, punctuation, sentence rhetoric, error recognition and editing on a professional level to business students who are planning careers that demand precise skills in independent writing, proofreading, and transcription of oral language. The course emphasizes syntax, diction, structure, and editing appropriate for business communications, general and technical report writing, and medical and court reporting transcriptions. (CSU)

BUS 144: Business Communication

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: ENGL 79.

This course emphasizes the application of effective writing techniques and strategies to business communication problems found in organizations. Students analyze cases, then organize and prepare various business documents such as resumes, letters, memoranda, reports, business plans, and proposals. (CSU)

BUS 145: Internet Research and Presentation Skills for Business

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

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)

BUSINESS OFFICE SYSTEMS

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

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

Career Options

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

Faculty
Brian Wilson
Department Phone: (415) 485-9610

A.S. IN BUSINESS OFFICE SYSTEMS, OCCUPATIONAL*

(Certificates of Achievement in Medical Specialty and Office Management Specialty are awarded. Skills Certificates in Administrative Assistant and Medical Transcriber are also awarded.)*

The business office systems curriculum develops knowledge, skills, and attitudes needed by workers who support information handling in today's electronic offices.

An Associate in Science degree is awarded for completion of all requirements in the core program and chosen specialty, as well as completion of general education and graduation requirements. A Certificate of Achievement is awarded for satisfactory completion of the core program plus the additional course requirements in each specialty. A Skills Certificate is earned by satisfactory completion of the required courses as listed for the specific Skills Certificate.
*Please note: the requirements for the Medical Specialty option (A.S. degree and related Certificate of Achievement) must be completed by the end of the 2013 summer session.

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
Also, select two units from:			
BOS	44*	Skill Building for Keyboarders	1
Or			
BOS	120	Computer Keyboarding	1
CIS	101	Introduction to Personal Computers and Operating Systems	1.5
CIS	118	Introduction to Spreadsheet Design	1.5
WE	298AB	Occupational Work Experience	1-2
TOTAL CORE UNITS			**11**

* 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.
*Please note: the requirements for the Medical Specialty option (A.S. degree and related Certificate of Achievement) must be completed by the end of the 2013 summer session.

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			**8**
TOTAL UNITS			**19**

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
SUBTOTAL SPECIALTY UNITS			**11.5**
TOTAL UNITS			**22.5**

Skills Certificates

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

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

Administrative Assistant Skills Certificate

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

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

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
TOTAL UNITS			**8**

BUSINESS OFFICE SYSTEMS COURSES (BOS)

BOS 035: Web Quest: Beginning Internet Skills

1.0 Unit. 3 lab hrs/wk. Repeat: 3. No prerequisite.

This class introduces computer and Internet vocabulary, Internet searches, and the use of e-mail, Web radio, and word processing to enhance basic Internet research projects called Web-quests.

BOS 044: Skill Building for Keyboarders

1.0 Unit. 3 lab hrs/wk. Repeat: 3. No prerequisite. Advisory: Knowledge of keyboard and ability to type by touch method.

In this course, students concentrate on accuracy and speed drills to improve keyboarding skills. Diagnostic tests are given to determine weaknesses. Timings are taken on a regular basis so progress can be measured.

BOS 060A: Beginning Computer Keyboarding (ESL)

1.0 Unit. 3 lab hrs/wk. No prerequisite.

This course is recommended for ESL students needing to acquire alphabetic and numeric keyboarding techniques for computer work. Students learn how to keyboard by touch at a minimum speed of 20 words-per-minute.

BOS 060B: Beginning Computer Keyboarding (ESL)

1.0 Unit. 3 lab hrs/wk. No prerequisite. Advisory: BOS 60A.

This course is recommended for ESL students needing to improve keyboarding speed and accuracy, and wishing to learn basic letter and report formatting. Students learn how to keyboard by touch at a minimum speed of 25 words-per-minute. Students 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. 3 lab hrs/wk. No prerequisite. Advisory: BOS 60B.

This course is recommended for ESL students needing to improve keyboarding speed and accuracy, and wishing to learn additional letter and report formatting skills, plus business memos. Students learn how to keyboard by touch at a minimum speed of 30 words-per-minute. Students also learn how to set up and edit letters, reports, and memos.

BOS 070A: Spelling

1.0 Unit. 3 lab hrs/wk. No prerequisite.

This self-paced course helps students learn the rules of spelling and principles of pronunciation, improve accuracy in spelling college-level words, improve dictionary skills, develop proofreading skills, and remediate individual spelling issues.

BOS 070B: Vocabulary Building

1.0 Unit. 3 lab hrs/wk. No prerequisite.

This self-paced course helps students achieve a command of the vocabulary needed for business courses and careers.

BOS 070C: Programmed Writing Skills

1.0 Unit. 3 lab hrs/wk. No prerequisite.

This self-paced course, covering writing skills for the business writer, stresses how to write clearly and effectively with correct mechanics.

BOS 076: Electronic 10-Key

1.0 Unit. 3 lab hrs/wk. No prerequisite.

Students learn the basic operation of electronic printing calculators and how to input numbers using the ten-key touch method. Common business problems are used to train students on the efficient use of the electronic calculator.

BOS 114: Beginning Word Processing

1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: Ability to keyboard by touch.

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

BOS 115: Intermediate Word Processing

1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: BOS 114.

This Microsoft Word course develops competency in using intermediate to advanced features of Word. Students create, format, edit, save, and print a variety of business and personal-use documents. Topics include formatting with styles, sharing information with other programs, working with and sharing long documents, working with graphics, creating and modifying charts, creating and using forms, and customizing Word with Auto Text and Macros. Students complete several desktop publishing projects, using the Internet to access multimedia resources. (CSU)

BOS 120: Computer Keyboarding

1.0 Unit. 3 lab hrs/wk. Repeat: 3. No prerequisite.

This course is recommended for students needing to acquire alphabetic and numeric keyboarding skills for computer work. Students learn how to keyboard by touch at a minimum speed of 20 words per minute. (CSU)

BOS 122A: Machine Transcription

1.0 Unit. 3 lab hrs/wk. No prerequisite. Advisories: Touch keyboarding.

This course prepares students to become efficient transcribers using transcribing media and computers. Students transcribe mailable business correspondence from pre-dictated material in the areas of hotel services, media, banking and insurance. Emphasis is placed on the mechanics of letter styles, grammar, punctuation, spelling, word division, vocabulary, and proofreading. (CSU)

BOS 122B: Machine Transcription

1.0 Unit. 3 lab hrs/wk. No prerequisite. Advisory: Touch keyboarding, and BOS 122A.

This course prepares students to become efficient transcribers using transcribing media and computers. Students transcribe mailable business correspondence from pre-dictated material. Emphasis is placed on increased transcription speed and refinement of transcription skills. A thorough review of punctuation rules and practice in applying those rules is included. (CSU)

BOS 122C: Machine Transcription

1.0 Unit. 3 lab hrs/wk. No prerequisite. Advisory: Touch keyboarding, and BOS 122B.

This course further prepares students to become efficient transcribers using transcribing media and computers. Students transcribe mailable business correspondence from pre-dictated material. Emphasis is placed on increased transcription speed and refinement of transcription skills. A thorough review of punctuation rules and practice in applying those rules is included. (CSU)

BOS 163A: Professional Office Procedures

1.0 Unit. 3 lab hrs/wk. No prerequisite.

This short course presents methods and techniques basic to the efficient performance of office services, including interpersonal communications, document preparation, mail processing, meeting arrangements, travel, time management, and telephone communications. The course is offered through a combination of instructor-assisted and self-paced, audiovisual learning methods, including a text CD and Internet access. (CSU)

BOS 163B: Records Management

1.0 Unit. 3 lab hrs/wk. No prerequisite.

In this self-paced course, in addition to learning basic alphabetic, numeric, subject, and geographic filing methods on a microcomputer, students are introduced to careers in records management. (CSU)

BOS 163C: Travel and Conference Arrangements

1.0 Unit. 3 lab hrs/wk. No prerequisite.

This self-paced course enables students to become proficient in planning and arranging business travel, and setting up business conferences. The course develops skills in choosing airline flights, making reservations, arranging hotel accommodations and ground transportation, and maintaining accurate follow-up records. (CSU)

BOS 213: Internship in Business and Information Systems

3.0 Units. 2 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: BOS 115.

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 are 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. (CSU)

BOS 230A: Medical Terminology

1.0 Unit. 3 lab hrs/wk. No prerequisite.

Designed for medical secretarial students or others pursuing careers in health care, this self-paced course helps students become skillful in mastering word parts to form medical terms found in basic medical terminology. Students use an interactive computer program to learn, analyze, and interpret the most frequently used medical terms. (CSU)

BOS 230B: Medical Terminology

1.0 Unit. 3 lab hrs/wk. No prerequisite. Advisory: BOS 230A.

A continuation of Business Office Systems 230A, this course helps students become skillful in mastering additional word parts to form medical terms used in medical terminology. Students use a computer program to learn and practice applying frequently used medical terms. (CSU)

BOS 231A: Medical Transcription

1.0 Unit. 3 lab hrs/wk. No prerequisite. Advisory: BOS 120.

This course trains transcriptionists to quickly and accurately transcribe four basic report types (office visit/clinic note, history/physical exam, discharge summary, and consultation) for use in medical offices, clinics, and freelance endeavors. (CSU)

BOS 231B: Medical Transcription

1.0 Unit. 3 lab hrs/wk. No prerequisite. Advisory: BOS 231A.

This course is designed to improve the transcriptionist's speed and accuracy while transcribing medical reports using a transcribing machine and a computer. At an entry level, students transcribe hospital, physician office, and psychiatric facility reports. In addition, students continue to transcribe discharge summary reports learned in BOS 231A. (CSU)

BOS 231C: Medical Transcription

1.0 Unit. 3 lab hrs/wk. No prerequisite. Advisory: BOS 231B.

A continuation of BOS 231A and B, this course brings 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)

CHEMISTRY

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

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

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

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

A.S. IN CHEMISTRY*

*Please note: the requirements for this degree must be completed by the end of the 2013 summer session.

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
TOTAL UNITS			**50**

CHEMISTRY COURSES (CHEM)

CHEM 103: Field Chemistry

0.5 Unit. Repeat: 2. No prerequisite. Corequisite: GEOL 126 or 127A or 127B. 26.25 laboratory hours during a two-week period.

An introductory chemistry course specifically designed to apply chemical concepts and experimental techniques to GEOL 126 and 127. Such chemical concepts as bonding, hydrolysis, pH, and thermodynamics are explored. (CSU)

CHEM 105: Chemistry in the Human Environment

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

A nonmathematical course for liberal arts and nonscience majors, exploring chemistry in relation to society. A general introduction and discussion of the development and manifestations of concepts of chemistry and their applications in our environment including living systems. Special considerations are given to current topics, environmental issues, energy production, nutrition, medicine, and consumer products. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

CHEM 105L: Chemistry in the Human Environment: Laboratory

1.0 Unit. 3 lab hrs/wk. Prerequisite: CHEM 105 or concurrent enrollment.

An optional laboratory-demonstration course to accompany CHEM 105. The combination of CHEM 105 and 105L meet general elective requirements for a physical science with laboratory. (CSU/UC) AA/AS Area A, CSU Area B-3, IGETC Area 5C

CHEM 110: Chemistry for Allied Health Sciences

5.0 Units. 4 lecture and 3 lab hrs/wk. Prerequisite: Math 101 or 101AB or 101XY or eligibility for Math 103 based on the Math Assessment test.

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

CHEM 114: Introduction to Chemistry

5.0 Units. 4 lecture and 3 lab hrs/wk. Prerequisite: Math 101 or 101AB or 101XY or eligibility for Math 103 based on the Math Assessment Test.

This course covers problem-solving techniques using dimensional analysis, basic principles of inorganic chemistry, and elementary qualitative and quantitative laboratory experiments. The course is designed to prepare students for CHEM 115 and 131, and satisfies a CSU general education requirement in physical sciences as well as a requirement by the COM Nursing Program. CHEM 114 and 115 represent one year of chemistry for most baccalaureate programs in nursing, health sciences, physical therapy, laboratory and medical technology, as well as non-science majors. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A and 5C

CHEM 115: Survey of Organic and Biochemistry

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: CHEM 114. Not open to those who have had Chemistry 231.

This one-semester survey of the classes of organic compounds emphasizes materials of interest to students of biological sciences, including the chemistry and metabolism of proteins, carbohydrates, lipids and nucleic acids. The laboratory covers techniques in organic chemistry with applications to biologically interesting compounds. The course is intended for dental hygiene, nursing (baccalaureate program), health science, laboratory and medical technology, preoptometry, some predental and nonphysical science majors. CHEM 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 and 5C

CHEM 131: General Chemistry I

5.0 Units. 3 lecture and 6 lab hrs/wk. Prerequisites: CHEM 114 or satisfactory score on Chemistry Placement Test, and Math 103 or 103AB or 103XY or satisfactory score on Math Assessment Test.

Fundamental principles of chemistry including such topics as atomic theory, nomenclature, thermochemistry, bonding, structure and polarity, stoichiometry, gases, liquids and solids, intermolecular forces, solutions, and a brief introduction to organic chemistry and biochemistry. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A and 5C

CHEM 132: General Chemistry II

5.0 Units. 4 lecture and 3 lab hrs/wk. Prerequisite: CHEM 131.

A continuation of CHEM 131 emphasizing kinetics, thermodynamics, aqueous solution equilibriums, electrochemistry, and selected topics from nuclear chemistry, descriptive inorganic chemistry, materials, metals and coordination compounds. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A and 5C

CHEM 132E: General Chemistry II, Lecture Only

3.0 Units. 3 lecture hrs/wk. Prerequisite: CHEM 131.

Lecture material of CHEM 132 for engineering and science majors who need eight units of general chemistry with lab. Bioengineering and chemical engineering majors should enroll in CHEM 132. Not open to those who have had CHEM 132. (CSU/UC) CSU Area B-1, IGETC Area 5A

CHEM 231: Organic Chemistry I

5.0 Units. 3 lecture and 6 lab hrs/wk. Prerequisite: CHEM 132. Advisory: A college-level English course.

The first semester of the one-year organic chemistry course for chemistry, biology, biochemistry, chemical engineering, environmental and health sciences, premedical, and predental majors. (CSU/UC) CSU Area B-1 and B-3, IGETC Area 5A and 5C

CHEM 232: Organic Chemistry II

5.0 Units. 3 lecture and 6 lab hrs/wk. Prerequisite: CHEM 231.

The second semester of the one-year organic chemistry course including laboratory for students majoring in chemistry, biochemistry, and most premedical and predental curricula. Students who need only eight units of organic chemistry, see CHEM 232E. (CSU/UC) CSU Area B-1 and B-3, IGETC Area 5A and 5C

CHEM 232E: Organic Chemistry II, Lecture Only

3.0 Units. 3 lecture hrs/wk. Prerequisite: CHEM 231.

The second semester of the one-year organic chemistry course without laboratory for those who need a total of eight units, such as some biology, environmental science, health, and chemical engineering majors. (CSU/UC) CSU Area B-1

CHINESE

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

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

Department Phone: (415) 485-9348

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

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

CHINESE COURSES (CHIN)

CHIN 100: Chinese Basics

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

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

CHIN 101: Elementary Chinese Mandarin I

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

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

CHIN 102: Elementary Chinese Mandarin II

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

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

CHIN 110: Conversational Chinese Mandarin I

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

An intensive study of practical Chinese conversation, designed for students who wish to acquire skills of spoken modern colloquial Mandarin. 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. 3 lecture and 3 TBA hrs/wk. Prerequisite: CHIN 110.

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

COLLEGE SKILLS

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

Faculty
Rebecca Beal, Barbara Bonander, Harriet Eskildsen, Karen Koenig, Cheo Massion, Sara McKinnon, Beth Patel, Alicia (Meg) Pasquel, Patricia Seery, Michael A. Timmel, Wendy L. Walsh, Blaze Woodlief
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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. Please see a counselor for more information as curriculum requirements may vary among transfer universities.

A.A. IN COMMUNICATION, MASS COMMUNICATIONS OPTION

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
One course from the following:			
COMM/HUM	109A	History of Film: Beginning to 1950	4
COMM/HUM	109B	History of Film: 1950 to the Present	4
And at least 2.5 additional units from the following:			
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
TOTAL UNITS			**MINIMUM OF 22.5**

A.A.-T. IN COMMUNICATION STUDIES

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

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

To complete the Associate in Arts in Communication Studies for Transfer degree, a student must:

- Complete the Communication Studies major requirements, and
- Choose either the CSU GE-Breadth or IGETC pattern* (*up to a total of 12 units may be double counted),
- Complete CSU-transferable electives to meet the minimum 60 units to transfer to the California State University (CSU), and
- Maintain a minimum grade point average of 2.0.

REQUIREMENTS			UNITS
Required Core Course (3 Units)			
SPCH	122	Public Speaking	3
Required Electives - choose two (6 Units)			
SPCH	132	Argument and Persuasion	3
SPCH	120	Interpersonal Communication	3
SPCH	130	Small Group Communication	3
Required Electives - choose two (6 Units)			
SPCH	128	Intercultural Communication	3
SPCH	140	Oral Interpretation of Literature I	3
COMM/JOUN	110	Introduction to Mass Communication and Media Literacy	3
Required Electives - choose one (3-4 Units)			
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 18-19**

COMMUNICATIONS COURSES (COMM)

COMM 110: Introduction to Mass Communication and Media Literacy

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: ECON 125 or ETST 125 or HIST 125 or POLS 125 or SSC 125. May be taken as COMM 110 or JOUN 110; credit awarded for only one course.

A critical survey of mass media from a humanities and social science perspective, this course provides an overview of the salient theories, history, and economic and social forces that shape mass media technologies and messages. Students examine the historical development of major print, electronic, interactive, and image-based media in terms of their sociocultural consequences and influence in order to more effectively interpret and make decisions about the meanings of mass media messages. (CSU/UC) AA/AS Area C, CSU Area D-7, IGETC Area 4G

COMM 160: Images of Race, Gender, and Class in the Media

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as COMM 160 or JOUN 160; credit awarded for only one course.

This course is designed to help students become more "media literate" and socially aware by critically examining the role of the media in enabling, facilitating, or challenging various social constructions including race, ethnicity, gender, sexual orientation, age, and disability. The course addresses a variety of entertainment and news content in print and electronic media, and analyzes these texts within their historical context. (CSU/UC) AA/AS Areas C and G, CSU Area D-3 or D-4, IGETC Area 4C and 4D

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. 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, 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*, 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 requirements for this degree, and related Certificates of Achievement, must be completed by the end of the 2013 summer session.

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
TOTAL CORE UNITS			**12**

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
TOTAL SPECIALTY UNITS			**14**

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
TOTAL SPECIALTY UNITS			**12**

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**

*Please note: the requirements for this degree must be completed by the end of the 2013 summer session.

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

DESKTOP A+ CENTERED SKILLS CERTIFICATE

REQUIREMENTS			UNITS
CIS	151	Implementing and Administering a Network Infrastructure for a 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
TOTAL UNITS			**7.5**

MICROSOFT OFFICE DATABASE SPECIALIST SKILLS CERTIFICATE

REQUIREMENTS			UNITS
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
TOTAL UNITS			**6.5**

MICROSOFT OFFICE SPECIALIST SKILLS CERTIFICATE REQUIREMENTS			UNITS
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
TOTAL UNITS			**6**

NETWORK SECURITY SKILLS CERTIFICATE REQUIREMENTS			UNITS
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
TOTAL UNITS			**7.5**

WEB PROGRAMMING SKILLS CERTIFICATE REQUIREMENTS			UNITS
CIS	141	Introduction to HTML Programming	1.5
CIS	142	Intermediate HTML and Scripting	1.5
CIS	143	Designing Web Sites	1.5
TOTAL UNITS			**4.5**

MICROSOFT ACCESS DATABASE SKILLS CERTIFICATE REQUIREMENTS			UNITS
CIS	117	Introduction to Database Design and Programming	1.5
CIS	127	Intermediate Database Design	1.5
CIS	137	Advanced Database Design	1.5
TOTAL UNITS			**4.5**

COMPUTER INFORMATION SYSTEMS COURSES (CIS)

CIS 101: Introduction to Personal Computers and Operating Systems

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

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

CIS 110: Introduction to Computer Information Systems

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

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

CIS 113: Presentations and Publications

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

This course introduces the fundamental design and layout requirements for the creation of effective computer-generated presentations and printed documents for business. Students learn and experience the operation of three software packages that deal with layout, composition, typography, use of color, and choice of various output media. (CSU)

CIS 117: Introduction to Database Design and Programming

1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: CIS 101 or 110.

This is a first course in the design and installation of a database for personal computers. Students use a PC database software program to create and program database applications. (CSU)

CIS 118: Introduction to Spreadsheets

1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: CIS 110 or 101.

In this first course in the design and application of spreadsheets for personal computers, students use a spreadsheet software program to design, create, and use spreadsheets for accounting and other business applications. (CSU)

CIS 122: Networking Essentials

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

This course covers the basic concepts of networks, including hardware, planning, implementation, and troubleshooting through the development of a case study. (CSU)

CIS 126: Introduction to Windows

1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: CIS 101 or 110.

This course provides an introduction to Windows for personal computers. Topics include Windows environment, menus, dialog boxes, folder management, Explorer, disk maintenance, and other Windows tools. Through both lecture and laboratory experience, students gain the skills and confidence necessary to succeed in additional application training courses in spreadsheets, database design, word processing, and Web page construction. (CSU)

CIS 127: Intermediate Database Design

1.5 Units. 1 lecture and 1.5 lab hrs/wk. Prerequisite: CIS 117.

In this continuation of CIS 117, students use the intermediate features of database software to design and implement database applications. They use development tools to integrate information from other applications, analyze data, utilize Internet capabilities, include forms for data input and validation, produce custom reports, and integrate databases for workgroups. (CSU)

CIS 128: Intermediate Spreadsheet Design

1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: CIS 118.

This course furthers students' ability to design and create electronic spreadsheets that use more advanced features. Students learn how to plan, write, and execute program codes to manipulate data to meet management, marketing, and other business needs. (CSU)

CIS 137: Advanced Database Design

1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: CIS 127.

This continuation of CIS 127 extends students' database application development knowledge using Access. Students concentrate on advanced topics and techniques such as designing complex forms and reports, customizing the user interface, automating tasks with macros, using and writing Visual Basic for Applications code, and finally, managing and securing a database. (CSU)

CIS 141: Introduction to HTML Programming

1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: CIS 110 or 101.

Hypertext Markup Language (HTML) is the language of the World Wide Web. In this class, students learn how to design, code, and implement Web pages using HTML. This beginning class focuses on creating pages with textual and limited inline image data and links for both Internet and local area network Intranet applications. (CSU)

CIS 142: Intermediate HTML and Scripting

1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: CIS 141.

In this continuation of CIS 141, students build on their knowledge of HTML and learn elementary client-side programming in JavaScript to add animation and interactive data exchange to Web pages. (CSU)

CIS 143: Designing Web Sites

1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: CIS 142.

This course teaches students how to design and implement Web sites using Microsoft FrontPage. Students who understand how to use a simple text editor to develop source documents incorporating HTML, JavaScript, DHTML and server-side form handlers learn how a Web site editor creates static and dynamic pages. FrontPage's site management features are fully explored. (CSU)

CIS 150: Personal Computer Server and Workstation Operating Systems

2.0 Units. 1.5 lecture and 1.5 lab hrs/wk. Prerequisite: CIS 122.

In this course, students install, configure, and maintain network server and workstation operating systems. Students configure client profiles and server roles in a network environment. (CSU)

CIS 151: Implementing and Administering a Network Infrastructure for a Personal Computer Server OS

1.5 Units. 1 lecture and 1.5 lab hrs/wk. Prerequisite: CIS 150.

In this course, students install, configure, manage, monitor and troubleshoot a network server operating system infrastructure, concentrating on the following network services: DHCP, DNS, remote access, network protocols, IP routing and NetBios naming conventions within a network server-based operating environment. (CSU)

CIS 153: Implementing and Administering a Directory Services Infrastructure for a Personal Computer Server OS

1.5 Units. 1 lecture and 1.5 lab hrs/wk. Prerequisite: CIS 150.

In this course, students install, configure, manage, monitor and troubleshoot Directory Services for a network server operating system. This course concentrates on Directory Services and DNS, security, and Directory Services within a network server-based operating environment. (CSU)

CIS 155: Designing Security for a Personal Computer Server Operating System

1.5 Units. 1 lecture and 1.5 lab hrs/wk. Prerequisite: CIS 150. Advisories: BUS 101 and 112.

In this course, students design and implement a security system to meet the business requirements of a network server operating system infrastructure. This course includes analysis of security system requirements, auditing access to resources, authenticating users, and encryption. (CSU)

CIS 158: Managing a Personal Computer Network Environment

1.5 Units. 1 lecture and 1.5 lab hrs/wk. Prerequisite: CIS 122. Advisory: CIS 150.

This course provides students with experience managing networks based on PC server operating systems. Students develop skills necessary to manage, monitor and troubleshoot a PC network environment; to set up file, print and Web servers; to manage, monitor and troubleshoot the Active Directory structure in a network; and to explore software deployment and group policy implementation. (CSU)

CIS 159: Computer Network Security Basics

1.5 Units. 1 lecture and 1.5 lab hrs/wk. Prerequisite: CIS 122. Advisory: CIS 153.

This course prepares students to support, monitor, configure, and test basic security features applied to PC networks, providing 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. 1 lecture and 1.5 lab hrs/wk. No prerequisite.

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

This course brings students up-to-date with the latest operating systems covered by the A+ exams. For the more experienced user, the course provides a fresh review and focus on what is required to meet the objectives of the A+ exams. (CSU)

CIS 163: Computer System Peripherals

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

This course brings students up-to-date with the latest system peripherals included in the A+ exams. The course covers the 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. 1 lecture and 1.5 lab hrs/wk. No prerequisite.

In this course, students develop the skills necessary to identify and resolve computer system hardware and operating system software problems. Networking concepts relating to system troubleshooting are included. (CSU)

CIS 200: Software Certification Test Preparation

0.5 Unit. 1.5 lab hrs/wk. Repeat: 3. No prerequisite. Advisories: BOS 114 or CIS 117 or 118.

In this course, students work with computer software to evaluate skill level in selected application software and prepare for software certification tests. (CSU)

CIS 215: Visual BASIC Programming

3.5 Units. 3 lecture and 2 lab hrs/wk. No prerequisite. Advisory: CIS 110.

Students plan and create their own interactive Windows applications using Visual BASIC on a personal computer. Logic and computation problems develop skill in developing interactive BASIC programs. (CSU/UC) AA/AS Area E

CIS 237: Introduction to SQL Programming

1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: CIS 137.

This course extends students' relational database application development knowledge using SQL (Structured Query Language). Students concentrate on learning the SQL programming language including single and multiple-table queries, updating data, database administration, reports and embedded SQL. (CSU)

COMPUTER SCIENCE

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

Career Options

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

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

Transfer

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

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

A.S. IN COMPUTER SCIENCE

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

REQUIREMENTS			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 075: Selected Applications

1.0 Unit. 3 lab hrs/wk. Repeat: 3. Prerequisite: COMP 110.

This course offers 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.

COMP 117: Discrete Mathematics

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

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

COMP 130: Introduction to Computer Programming Using C++

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Math 103 or 103AB or 103XY or sufficient score on Math Assessment Test.

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

COMP 135: Introduction to Programming in JAVA

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Math 103 or 103AB or 103XY or sufficient score on Math Assessment Test.

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

COMP 150: Programming in MATLAB for Engineers

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

Designed to meet computer programming requirements for engineering transfer students, this course utilizes the MATLAB environment to provide a working knowledge of computer-based problem-solving methods relevant to science and engineering, including programming and numerical analysis techniques. Students outline, write, test, and debug computer programs to solve problems and display results, emphasizing proper documentation of computer code and reports. Common examples and applications of physics and engineering are used throughout the course. (CSU/UC)

COMP 160: Computer Organization: An Assembly Language Perspective

3.0 Units. 3 lecture hrs/wk. Prerequisite: COMP 130 or 135 or 150, or ENGG 150. 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. 3 lecture hrs/wk. Prerequisite: COMP 130 or 190 or 230.

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. 3 lecture hrs/wk. Prerequisite: COMP 130 or 135 or 150, or ENGG 150.

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. The C++ STL framework will be introduced. (CSU/UC) AA/AS Area E

COMP 232: Advanced Programming in JAVA

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: COMP 130 or 135 or 150, or ENGG 150.

JAVA programming for both computer science majors and computer professionals. Review of JAVA syntax, data types, data structures, exception handling, and object-oriented features including classes, objects, and inheritance. The course will introduce advanced JAVA features including polymorphism, encapsulation, interfaces, abstraction, file IO, generics, collections, multithreading, concurrency, client server and network programming with sockets. (CSU/UC) AA/AS Area E

COMP 235: Advanced Programming in C++

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: COMP 130 or 135 or 150, or ENGG 150.

This advanced programming course in C++ offers students a deeper understanding of the language and its advanced features and techniques. Topics include namespaces, derived classes, abstract classes, multiple inheritance, polymorphism, compositions, template classes, containers of Standard Template Library (STL), exceptions, dynamic memory management, and design of libraries. (CSU/UC) AA/AS Area E

COUNSELING

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

Faculty
Gina Cullen, Rinetta Early, Theodora F. Fung, Bruce Furuya, Letta Hlavachek, Alexandra Magallanes-Rivera, Luz Moreno, Bessie Ng-Jung, Byron Ramey, 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 114: College Success Investigations

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

An in-depth guide to introduce students to the role of higher education in society and understanding their role within the academic community. The course focuses on the determination of personal and professional life goals, using a reflective model of decision-making that is applicable in a variety of situations over an individual's lifespan. Topics include academic and career planning, study skills, team development, and self-understanding. (CSU/UC)

COUN 115: Planning for Success in College

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

This course focuses on how to successfully prepare to transfer to UC, CSU, and private universities and colleges. Topics include developing an educational plan and selecting courses for transfer, admission criteria and the review process, choosing a college major, developing an effective personal statement, completing applications and use of internet resources. (CSU)

COUN 125: How to Study Effectively

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

This course introduces students to proven study techniques, including assessing learning styles, time management, stress reduction, listening and lecture note taking, efficient textbook reading, preparing for exams, improving memory, and critical thinking and writing. (CSU)

COUN 125L: Effective Study Skills Lab

0.5 Unit. 1 lab hrs/wk. No prerequisite.

This course provides students the opportunity to assess their current study skills, and in the lab setting develop and practice proven study techniques in effective textbook reading, active listening, lecture note taking, exam preparation, memory and concentration improvement, and time budgeting. (CSU)

COUN 130: Career Life Skills Planning

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

This course focuses on the determination of personal and professional life goals using a reflective model of decision-making applicable in a variety of situations over an individual's lifespan. Through a study of career decision making, students explore the impact of psycho-social, physical, and affective factors on their own cognitive processes. The course addresses workplace cultural pluralism, technological awareness, one's role and impact in the workforce, choosing a college major, and changing jobs and career fields. (CSU) CSU Area E

COUN 133: Career Exploration

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

This introductory course provides students with a practical approach to making career and educational decisions. Self-assessment inventories and assignments help students discover their interests, values, skills, lifestyle needs, and personality profile. (CSU)

COUN 133A: Career Exploration

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

This short course introduces self-assessment including interests, skills, values, and personality style, as it relates to career transition and choosing a major. (CSU)

COURT REPORTING

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

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

Department Phone: (415) 457-8811, Ext. 8226

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

A.S. IN COURT REPORTING, OCCUPATIONAL, LEGAL TRANSCRIPTION TECHNOLOGY OPTION

(Certificate of Achievement also awarded.)

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

REQUIREMENTS			UNITS
Students must register for eight units of skill building classes each fall and spring semester, and four units in the summer session, to satisfy a Court Reporters Board of California regulation.			
Fall Semester			
COUR	110	Theory of Machine Shorthand	8
COUR	166	Law Library Skills	1.5
COUR	167	Procedures and Ethics for the Court/Deposition Reporter	1
ENGL	95*	Advanced Spelling	1
ENGL	96*	Advanced Vocabulary	1
Spring Semester			
COUR	112	Beginning Machine Shorthand Workshop: Level I	4
COUR	115J	Beginning Machine Shorthand Jury Charge: Level II-J	2
COUR	115T	Beginning Machine Shorthand Two-Voice: Level II-T	2
COUR	169A	Computer-Aided Transcription	2
COUR	170	Microtranscription	1
ENGL	98A*	Grammar and Usage	1

ENGL	98B*	Sentence Structure and Punctuation	1
Summer Session			
COUR	115F	Beginning Machine Shorthand Four-Voice: Level II-F	2
COUR	115S	Beginning Machine Shorthand Literary: Level II-S	2
Fall Semester			
COUR	125F	Intermediate Machine Shorthand Four Voice: Level III-F	2
COUR	125S	Intermediate Machine Shorthand Literary: Level III-S	2
COUR	125J	Intermediate Machine Shorthand Jury-Charge: Level III-J	2
COUR	125T	Intermediate Machine Shorthand Two-Voice: Level III-T	2
COUR	169B	Transcript Preparation/Formatting	1
COUR	169C	Computer Assisted Editing and Proofreading	.5
COUR	170	Microtranscription	1
MEDA	120	Medical Terminology I	3
Spring Semester			
COUR	150J	Intermediate Machine Shorthand Jury-Charge: Level IV-J	2
COUR	150T	Intermediate Machine Shorthand Two Voice: Level IV-T	2
COUR	165	Legal Terminology	3
MEDA	121	Medical Terminology II	3
TOTAL UNITS			**54**

* Applied toward the Certificate of Achievement only.

A.S. IN COURT REPORTING, OCCUPATIONAL, CERTIFIED SHORTHAND REPORTER OPTION

(Certificate of Achievement also awarded)

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

PREREQUISITES

Completion of: Court Reporting 110, 112, 115FJST, 125FJST, 150JT, 165, 166, 167, 169A, 169B, 169C, 170; English 95*, 96*, 98AB*; Medical Assisting 120, 121.
*Applied toward the Certificate of Achievement only.

REQUIREMENTS			UNITS
Students must earn a letter grade in order to progress to the next skill level. Students must also register for eight units of skill building classes each semester to satisfy a Court Reporters Board of California regulation.			
Spring Semester			
COUR	150F	Intermediate Machine Shorthand Four-Voice: Level IV-F	2
COUR	150S	Intermediate Machine Shorthand Literary: Level IV-S	2
COUR	175J	Intermediate Machine Shorthand Jury Charge: Level V-J	2
COUR	175T	Intermediate Machine Shorthand Two-Voice: Level V-T	2
Summer Session			
COUR	175F	Intermediate Machine Shorthand Four-Voice: Level V-F	2
COUR	175S	Intermediate Machine Shorthand Literary: Level V-S	2
Fall Semester			
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
Spring Semester			
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
Summer Session			
COUR	210C	Advanced Machine Shorthand 10-Minute Four-Voice: Level VII-C	8
TOTAL UNITS			**42**

COURT REPORTING COURSES (COUR)

COUR 110: Theory of Machine Shorthand

8.0 Units. 5 lecture and 9 lab hrs/wk. Prerequisite: Ability to type 30 words-per-minute.

The theory and operation of the stenotype machine. This course develops knowledge of stenotype theory, machine dexterity, fluent 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. 2.5 lecture and 4.5 lab hrs/wk. Repeat: 3. Prerequisite: COUR 110. Corequisites: COUR 115J and 115T.

Students complete the machine shorthand theory textbook. This course concludes the new stenotype theory principles; develops stenotype machine dexterity, improves fluent reading of stenotype notes and the ability to take dictation at 75 wpm on 2-minute "Mandatory, Brief, and Phrase" tests and 3-minute unfamiliar Literary material with at least 90% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 115F: Beginning Machine Shorthand Four-Voice: Level II-F

2.0 Units. 1.25 lecture, 1.25 lab and 1 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 112. Total of eight units of machine shorthand required.

This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 100 wam on 4-minute 4-Voice tests with at least 90% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 115J: Beginning Machine Shorthand Jury Charge: Level II-J

2.0 Units. 1.25 lecture, 1.25 lab and 1 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 110. Total of eight units of machine shorthand required.

This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 100 wpm on 4-minute Jury Charge tests with at least 90% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 115S: Beginning Machine Shorthand Literary: Level II-S

2.0 Units. 1.25 lecture, 1.25 lab and 1 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 112. Total of eight units of machine shorthand required.

This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 100 wpm on 4-minute Literary tests at least 92.5% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 115T: Beginning Machine Shorthand Two-Voice: Level II-T

2.0 Units. 1.25 lecture, 1.25 lab and 1 TBA hrs/wk. Repeat: 3. Prerequisites: COUR 110. Total of eight units of machine shorthand required.

This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 100 wpm on 4-minute 2-Voice tests with at least 90% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 125F: Intermediate Machine Shorthand Four-Voice: Level III-F

2.0 Units. 1.25 lecture, 1.25 lab and 1 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 115F. Total of eight units of machine shorthand required.

This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 125 wpm on 5-minute 4-Voice tests with at least 97.5% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 125J: Intermediate Machine Shorthand Jury Charge: Level III-J

2.0 Units. 1.25 lecture, 1.25 lab and 1 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 115J. Total of eight units of machine shorthand required.

This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 125 wam on 5-minute Jury Charge tests with at least 95% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 125S: Intermediate Machine Shorthand Literary: Level III-S

2.0 Units. 1.25 lecture and 2.25 lab hrs/wk. Repeat: 3. Prerequisite: COUR 115S. Total of eight units of machine shorthand required.

This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 125 wam on 5-minute Literary tests with at least 95% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 125T: Intermediate Machine Shorthand Two-Voice: Level III-T

2.0 Units. 1.25 lecture and 2.25 lab hrs/wk. Repeat: 3. Prerequisite: COUR 115T. Total of eight units of machine shorthand required.

This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 125 wpm on 5-minute 2-Voice tests with at least 98.2% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 150F: Intermediate Machine Shorthand Four-Voice: Level IV-F

2.0 Units. 1.25 lecture, 1.25 lab and 1 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 125F. Total of eight units of machine shorthand required.

This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 150 wpm on 7.5-minute 4-Voice tests with at least 97.5% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 150J: Intermediate Machine Shorthand Jury Charge: Level IV-J

2.0 Units. 1.25 lecture, 1.25 lab and 1 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 125J. Total of eight units of machine shorthand required.

This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 150 wpm on 5-minute Jury Charge tests with at least 95% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 150S: Intermediate Machine Shorthand Literary: Level IV-S

2.0 Units. 1.25 lecture, 1.25 lab and 1 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 125S. Total of eight units of machine shorthand required.

This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 150 wpm on 5-minute Literary tests with at least 95% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 150T: Intermediate Shorthand Two-Voice: Level IV-T

2.0 Units. 1.25 lecture, 1.25 lab and 1 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 125T. Total of eight units of machine shorthand required.

This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 150 wpm on 5-minute 2-Voice tests with at least 98.2% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 165: Legal Terminology

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

This course covers general concepts of the law, including real and personal property, negligence and personal injury, contracts, wills, probate and domestic relations, corporate law, insurance, criminal law and equity; procedural law including trial procedures; subpoenas, depositions, appellate procedures; and the structure of the judicial system. Designed for either the legal secretary or the verbatim reporter. Field trips may include the courthouse, law library, jails and prisons. (CSU)

COUR 166: Law Library Skills

1.5 Units. 1.5 lecture hrs/wk. No prerequisite.

This course is designed primarily for court reporting and prelaw students and legal secretaries, but is open to all. It introduces students to law libraries as a unique resource of our legal system. Students explore the basic organization and tools of a law library in the forms of court case reports and other judicial and administrative decisions; state, federal, and local legislation; legal encyclopedias, periodicals and summaries; and citations, abbreviations, and terms used in relation to these tools. Includes field trips to the law library, and may include field trips to courthouses, jails and prisons. (CSU)

COUR 167: Procedures and Ethics for the Court/ Deposition/CART Reporter

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

This course explores the career opportunities in court, deposition, and CART reporting, concentrating on the ethics and procedures inherent to these careers. Field trips may include courthouses and deposition agencies. (CSU)

COUR 169A: Computer-Aided Transcription

2.0 Units. 2 lecture hrs/wk. Prerequisite: COUR 110. Corequisite: COUR 170.

Student develop knowledge and skill in the use of a computer-aided transcription system. Introduction of the computerized stenotype machine, computer editing, printing, real-time reporting, and multimedia technology in the court reporting industry are emphasized. (CSU)

COUR 169B: Transcript Preparation/Formatting

1.0 Unit. 1 lecture hrs/wk. No prerequisite. Corequisite: COUR 170.

This course emphasizes the transcription of the verbatim record of depositions, hearings, and judicial proceedings with word processing and/or court reporting software. (CSU)

COUR 169C: Computer Assisted Editing and Proofreading

0.5 Unit. 1 lecture hrs/wk. Prerequisite: COUR 169A. Corequisite: COUR 170.

Prepares students to perform editing and proofreading functions for court reporters using CAT software. Includes an introduction to Communication Access Realtime Translation (CART) applications. Instruction is a combination of lecture, demonstration on the computer, class discussion, and individual practice sessions. (CSU)

COUR 169D: Stenocaptioning I

1.0 Unit. 3 lab hrs/wk. Repeat: 3. Prerequisite: COUR 169A or 169C.

This course concentrates on developing the skill and knowledge necessary to write a conflict-free stenographic reporting method to provide instantaneous translation with at least 95% accuracy. (CSU)

COUR 170: Microtranscription

1.0 Unit. 3 lab hrs/wk. Repeat: 3. No prerequisite. Corequisite: COUR 169A or 169B or 169C.

Open lab: students complete assignments to develop their personal stenotype-to-English translation dictionaries. Jury charge, four-voice, question and answer, technical, and medical material are emphasized. (CSU)

COUR 175F: Intermediate Machine Shorthand Four-Voice: Level V-F

2.0 Units. 1.25 lecture, 1.25 lab and 1 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 150F. Total of eight units of machine shorthand required.

This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 175 wpm on 10-minute 4-Voice tests with at least 97.5% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 175J: Intermediate Machine Shorthand Jury Charge: Level V-J

2.0 Units. 1.25 lecture, 1.25 lab and 1 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 150J. Total of eight units of machine shorthand required.

This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 175 wpm on 5-minute Jury Charge tests with at least 95% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 175S: Intermediate Machine Shorthand Literary: Level V-S

2.0 Units. 1.25 lecture, 1.25 lab and 1 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 150S. Total of eight units of machine shorthand required.

This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 175 wpm on 5-minute Literary tests with at least 95% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 175T: Intermediate Machine Shorthand Two-Voice: Level V-T

2.0 Units. 1.25 lecture, 1.25 lab and 1 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 150T. Total of eight units of machine shorthand required.

This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 175 wpm on 5-minute 2-Voice tests with at least 97.5% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 210A: Advanced Machine Shorthand Five Minute Four-Voice: Level VII-A

8.0 Units. 5 lecture, 5 lab and 4 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 175F. Total of eight units of machine shorthand required.

This course develops stenotype machine dexterity; improves fluent reading of stenotype notes, the ability to take dictation at 200 wpm on 5-minute unfamiliar 4-Voice tests and 5-minute unfamiliar 2-Voice tests with at least 97.5% accuracy and the ability to take dictation at 200 wam on 5-minute Jury Charge tests with at least 95% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 210B: Advanced Machine Shorthand Seven and One-Half Minute Four-Voice: Level VII-B

8.0 Units. 5 lecture, 5 lab and 4 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 175F. Total of eight units of machine shorthand required.

This course develops stenotype machine dexterity; improves fluent reading of stenotype notes, the ability to take dictation at 200 wpm on 7.5-minute unfamiliar 4-Voice tests and 5-minute unfamiliar 2-Voice tests with at least 97.5% accuracy and the ability to take dictation at 200 wpm on 5-minute Jury Charge tests with at least 95% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 210C: Advanced Machine Shorthand Ten Minute Four-Voice: Level VII-C

8.0 Units. 5 lecture, 5 lab and 4 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 175F. Total of eight units of machine shorthand required.

This course develops stenotype machine dexterity; improves fluent reading of stenotype notes, the ability to take dictation at 200 wpm on 10-minute unfamiliar 4-Voice tests and 5-minute unfamiliar 2-Voice tests with at least 97.5% accuracy, the ability to take dictation at 200 wpm on 5-minute Jury Charge tests with at least 95% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 225J: Advanced Machine Shorthand Five Minute Jury Charge: Level VIII-J

8.0 Units. 5 lecture, 5 lab and 4 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 175F and 175J. Total of eight units of machine shorthand required.

This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 225 wpm on 5-minute unfamiliar Jury Charge tests with at least 95% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 225S: Advanced Machine Shorthand Five Minute Literary: Level VIII-S

8.0 Units. 5 lecture, 5 lab and 4 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 175F and 175S. Total of eight units of machine shorthand required.

This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 200 wpm on 5-minute unfamiliar Literary tests with at least 95% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 225T: Advanced Machine Shorthand Five Minute Two-Voice: Level VIII-T

8.0 Units. 5 lecture, 5 lab and 4 TBA hrs/wk. Repeat: 3. Prerequisite: COUR 175F and 175T. Total of eight units of machine shorthand required.

This course develops stenotype machine dexterity; improves fluent reading of stenotype notes and the ability to take dictation at 225 wpm on 5-minute unfamiliar 2-Voice tests with at least 95% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR 282A: CSR/RPR Exam Preparation - Legal

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

This course is a comprehensive review of legal terminology, court structure, basic legal principles, and applicable code sections in preparation for the Certified Shorthand Reporter and the Registered Professional Reporter examinations. Field trips may include the courthouse, law library, jails and prisons. (CSU)

COUR 282B: CSR/RPR Exam Preparation - Test Strategy and Specialized Terminologies

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

This course is a comprehensive review of test strategy and specialized terminologies in preparation for the Certified Shorthand Reporter and the Registered Professional Reporter examinations. (CSU)

DANCE

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

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

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

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

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.

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
DANC	111	Hip Hop	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 108: Dance History: Dancing - The Pleasure, Power, and Art of Movement

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

This course covers the major theatrical traditions as well as dance as a social, cultural and religious expression. It describes dance history and anthropology from six continents and highlights the important ways in which dance functions in human societies. The course focuses on dance as an expression of social order and power, as classical art, as a medium of cultural fusion, and as an expression of individual artists. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

DANC 110AB: Body Conditioning for Dance Technique

1.5-2 Units. 1 lecture and 2 lab hrs/wk (1.5 units) or 3 lab hrs/wk (2 units). Repeat: 3 for each class. No prerequisite.

This course covers principles of ballet-based technique through systems specific to dance training. Class activities emphasize alignment, placement, strength, injury prevention, and efficient joint articulation. Muscular and skeletal terminology as well as basic ballet terminology are introduced. Appropriate for dancers at all levels, including those beginning dance training and those returning after an injury or a period of inactivity. (CSU)

DANC 111: Hip Hop

1.5 Units. 1 lecture and 2 lab hrs/wk. Repeat: 3. No prerequisite.

This class introduces hip-hop choreography with the use of isolations, techniques, and movement combinations derived from current and recent popular hip-hop music. The class teaches rhythm, musicality, coordination, and hip-hop choreography. Historical elements of this dance form are also covered. (CSU/UC) AA/AS Area H

DANC 112: Dancing in America

1.5 Units. 1 lecture and 2 lab hrs/wk. Repeat: 3. No prerequisite.

An introduction to the basic skills of a variety of dance styles indigenous to America to be selected from such forms as street dance, ballroom, movement games, jazz, and tap. Two or three of these forms will be selected per semester for examination of their historical and socio-cultural backgrounds, movement theory, and execution of technique and style. (CSU/UC) AA/AS Area H

DANC 117: Dancercise

1.5 Units. 1 lecture and 2 lab hrs/wk. Repeat: 3. No prerequisite.

This course promotes total fitness through dance, rhythmic movement, aerobics, strengthening and relaxation exercises, yoga, and Pilates. The pulse-monitored program is structured to produce metabolic efficiency and increase energy, endurance, strength, and flexibility through an introduction of a variety of dance styles including Latin, hip hop, swing, jazz, modern, and disco. (CSU/UC) AA/AS Area H

DANC 119: African-Haitian Dance

1.5 Units. 1 lecture and 2 lab hrs/wk. Repeat: 3. No prerequisite.

This course includes skills in African-Haitian dance based on the technique of Katherine Dunham, emphasizing development of rhythmic awareness through barre and floor progressions. Movement phases are based upon authentic dances from Africa and the Caribbean Islands. Participants learn to use their body parts polyrhythmically and in isolation. The history and the culture of the people are also studied. (CSU/UC) AA/AS Area H, CSU Area E

DANC 121: Popular Dance Styles

1.5 Units. 1 lecture and 2 lab hrs/wk. Repeat: 3. No prerequisite.

This class enhances beginning students' skill in mastering popular dance styles of the twentieth century. Exploring the technical basis of these styles fosters understanding and appreciation of the emergence of popular dance in the last century. (CSU/UC) AA/AS Area H, CSU Area E

DANC 122: Jazz Dance I

1.5 Units. 1 lecture and 2 lab hrs/wk. Repeat: 3. No prerequisite.

This class develops proficiency in beginning jazz dance technique. Rhythmic exercises and sequences, isolations, turns, walks, combinations, and polyrhythmic movement are covered. Jazz choreography is also explored. Students are given the opportunity to learn about the historical development of America's self-created dance form. (CSU/UC) AA/AS Area H, CSU Area E

DANC 123: Jazz Dance II

1.5 Units. 1 lecture and 2 lab hrs/wk. Repeat: 3. No prerequisite. Advisory: Dance 122.

This class emphasizes 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 and aspects of the historical development of jazz dance. (CSU/UC) AA/AS Area H

DANC 126: Ballet I

1.5 Units. 1 lecture and 2 lab hrs/wk. Repeat: 3. No prerequisite.

Beginning ballet with exercises for body awareness and alignment, flexibility, balance, strength, and stamina. Center floor work with basic adagio and allegro movements, jumps and turns. References to different national styles and ballet history. (CSU/UC) AA/AS Area H, CSU Area E

DANC 127AB: Ballet II

1.5-2 Units. 1 lecture and 2 lab hrs/wk (1.5 units), or 3 lab hrs/wk (2 units). Repeat: 3 for each class. No prerequisite. Advisory: Dance 126.

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. The extended hours of 127B provide the opportunity to explore and practice the materials in greater depth and progress at a faster rate. (CSU/UC) AA/AS Area H

DANC 130AB: Modern Dance I

1.5-2 Units. 1 lecture and 2 lab hrs/wk (1.5 units), or 3 lab hrs/wk (2 units). Repeat: 3 for each class. No prerequisite.

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 130B provide the opportunity to explore and practice the materials in greater depth and progress at a faster rate. (CSU/UC) AA/AS Area H, CSU Area C-1

DANC 131AB: Modern Dance II

1.5-2 Units. 1 lecture and 2 lab hrs/wk (1.5 units), or 3 lab hrs/wk (2 units). Repeat: 3 for each class. No prerequisite. Advisory: Dance 130A or 130B.

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 131B provide the opportunity to explore and practice the materials in greater depth and progress at a faster rate. (CSU/UC) AA/AS Area H

DANC 132: Musical Theatre

1.5 Units. 1 lecture and 2 lab hrs/wk. Repeat: 3. No prerequisite.

The study and practice of a variety of dance styles from musical theatre such as jazz, soft shoe, vaudeville, chorus line, ethnic dance, and ballroom dance. Explores the integration of music, dance and acting that is characteristic of musical theatre. Broadway musicals are studied in groups, duets, or solos. Inlcudes acting, vocal training, audition techniques, basic dance steps and terminology, and choreography. (CSU/UC) AA/AS Area H, CSU Area E

DANC 135: The Art of Choreography I

2.5 Units. 2 lecture and 2 lab hrs/wk. Repeat: 3. No prerequisite.

The craft of choreography, its ingredients and tools. Discussion and exploration of form, content, design, and the elements of time, space, and energy. Examination of shapes, texture, focus, dynamics, rhythm, and phrasing. (CSU/UC) AA/AS Area H, CSU Area E

DANC 142: Tap Dance

1.5 Units. 1 lecture and 2 lab hrs/wk. Repeat: 3. No prerequisite.

This course familiarizes students with the theory, terminology, history, and technique of tap dancing and tap notation. It includes footwork, progressions, patterns, and movement combinations which are developed into dances using a variety of tap styles including Latin, Rhythm Tap, Irish, Soft Shoe, American, and Buck and Wing. (CSU/UC) AA/AS Area H

DANC 143: Tap Workshop

0.5 Unit. 0.5 lecture and 0.5 lab hrs/wk. Repeat: 3. No prerequisite. Advisory: Dance 142.

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. 0.5 lecture and 2 lab hrs/wk. Repeat: 3. No prerequisite.

The production aspect of dance performance. Students participate in the technical and dress rehearsals for a performance, and complete tasks assigned by the director in the following areas: assistant to director, set design/construction, lighting, costuming, makeup, sound, special effects, budget and publicity. (CSU/UC) AA/AS Area H

DANC 160AB: Introduction to Dance Performance Skills

1.0 Unit. 3 lab hrs/wk. Repeat: 3 for each class. No prerequisite.

Basic skills of rehearsal and performance. Development of projection, stage presence, mastering stage space and artistic expression. Students perform in and/or choreograph for group, small groups, duet or solo pieces which are presented in a studio venue. (CSU) AA/AS Area H

DANC 161: Beginning Ballroom Dance

1.5 Units. 1 lecture and 2 lab hrs/wk. Repeat: 3. No prerequisite.

Fundamentals of ballroom dance. Students learn the basics of such dances as the cha cha, fox-trot, waltz, salsa, and swing. Includes discussion of the origins and development of these dances and their contribution to the dance world. (CSU/UC) AA/AS Area H

DANC 170: Summer Intensive: Workshop in Broadway Dance I

1.5 Units. Repeat: 3. No prerequisite. 3 lecture and 6 laboratory hours weekly for 6 weeks during the summer.

An intensive workshop focusing on a comparative analysis of the styles of Broadway dances from the past to the present. (CSU/UC) AA/AS Area H

DANC 171: Summer Intensive: Workshop in Broadway Dance II

1.5 Units. 3 lecture and 6 laboratory hours weekly for 6 weeks during the summer. Repeat: 3. No prerequisite. Advisory: Dance 170.

An intensive workshop focusing on the historical social sources which shaped Broadway dances with emphasis on learning to utilize these sources as a means of becoming an expressive interpreter of the art. (CSU/UC) AA/AS Area H

DANC 172: Summer Intensive: Contemporary Dance Workshop I

1.5 Units. 3 lecture and 6 laboratory hours weekly for 6 weeks during the summer. Repeat: 3. No prerequisite.

An intensive workshop experience focusing on movement, improvisation, and composition as related to the contemporary period. Beginning to intermediate level. (CSU/UC) AA/AS Area H

DANC 173: Summer Intensive: Contemporary Dance Workshop II

1.5 Units. 3 lecture and 6 laboratory hours weekly for 6 weeks during the summer. Repeat: 3. No prerequisite.

A continuation of the skills developed in Dance 172, this intensive workshop focuses on movement, improvisation, and composition as related to the contemporary period. Intermediate to advanced level. (CSU/UC) AA/AS Area H

DANC 175: Summer Intensive: Workshop in Classical Performance II

1.5 Units. 3 lecture and 6 laboratory hours weekly for 6 weeks during the summer. Repeat: 3. No prerequisite. Advisory: Dance 126.

This intermediate workshop requires intermediate- to advanced-level classical movement skills. Emphasizes theatrical focus and projection as they relate to performance. (CSU/UC) AA/AS Area H

DANC 224: Jazz Dance III

1.5 Units. 1 lecture and 2 lab hrs/wk. Repeat: 3. No prerequisite. Advisory: Dance 123.

Emphasis 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 and aspects of the historical development of jazz dance. (CSU/UC) AA/AS Area H

DANC 225: Jazz Dance IV

1.5 Units. 1 lecture and 2 lab hrs/wk. Repeat: 3. No prerequisite. Advisory: Dance 224.

Emphasis 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 and aspects of the historical development of jazz dance. (CSU/UC) AA/AS Area H

DANC 228AB: Ballet III

1.5-2 Units. 1 lecture and 2 lab hrs/wk (1.5 units) or 3 lab hrs/wk (2 units). Repeat: 3 for each class. No prerequisite. Advisory: Dance 127A or B.

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. The extended hours of 228B provide the opportunity to explore and practice the materials in greater depth and progress at a faster rate. (CSU/UC) AA/AS Area H

DANC 229AB: Ballet IV

1.5-2 Units. 1 lecture and 2 lab hrs/wk (1.5 units) or 3 lab hrs/wk (2 units). Repeat: 3 for each class. No prerequisite. Advisory: Dance 228A or 228B.

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. The extended hours provide the opportunity to explore and practice the materials in greater depth and progress at a faster rate. (CSU/UC) AA/AS Area H

DANC 232AB: Modern Dance III

1.5-2 Units. 1 lecture and 2 lab hrs/wk (1.5 units) or 3 lab hrs/wk (2 units). Repeat: 3 for each class. No prerequisite. Advisory: Dance 131AB.

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. The extended hours provide the opportunity to explore and practice the materials in greater depth and progress at a faster rate. (CSU) AA/AS Area H

DANC 240AB: Modern Dance IV

1.5-2 Units. 1 lecture and 2 lab hrs/wk (1.5 units) or 3 lab hrs/wk (2 units). Repeat: 3 for each class. No prerequisite. Advisory: Dance 232AB.

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. The extended hours provide the opportunity to explore and practice the materials in greater depth and progress at a faster rate. (CSU) AA/AS Area H

DANC 241ABCD: Dance Company

2.0-5.0 Units. 3 lab hrs/wk per unit. Repeat: 3 for each class. Prerequisite: Audition required.

Students rehearse and perform faculty choreography in a formal concert (predetermined number of scheduled performances). Focus on technique, choreographic phrasing, artistry, and performance presence. (CSU/UC) AA/AS Area H

DENTAL ASSISTING: REGISTERED

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

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

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

A.S. IN DENTAL ASSISTING: REGISTERED

(Certificate of Achievement also awarded.)

The Registered Dental Assisting Program is offered only at the Indian Valley Campus. It is a sequential program leading to an Associate in Science degree and a Certificate of Achievement.

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

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

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

Required:

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

Advisory:

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

Program Application Procedure:

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

REQUIREMENTS			UNITS
First Semester			
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
Second Semester			
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
Summer Session			
DENT	192	Clinical Applications in Dental Offices	2
DENT	192A	Pit and Fissure Sealants	.5
DENT	192AL	Pit and Fissure Sealants Lab	.5
TOTAL UNITS			**38**

Notes:

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

Skills Certificates

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

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

Radiology Safety Skills Certificate

Successful completion of Dental Assisting 182, 182L, 186 and 186L will earn the student a Radiology Certificate approved 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 100: Introduction to Health Careers

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

This course is designed for students interested in pursuing a career in a health profession. It provides an overview of the current health care delivery system, the physical, mental, and emotional demands of the workplace, and the skills needed by the healthcare worker today and in the future. Students learn about qualifications and professional preparation needed for various careers, and analyze the roles and responsibilities in today's health care environment. The course is designed to help students develop realistic career goals, and to give an appreciation of how the current health care delivery system is influencing individual health professional roles and responsibilities.

DENT 101: Introduction to Dental Sterilization

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

Community dentists require sterilization assistants to be trained in disinfection and sterilization procedures in compliance with strict State OSHA Standards for infection control, hazardous communication and waste management. This course provides the student with entry-level knowledge of these standards, and also covers basic dental terminology and dental charting. (CSU)

DENT 101L: Introduction to Dental Sterilization Lab

0.5 Unit. 1.5 lab hrs/wk. Repeat: 3. No prerequisite. Corequisite: DENT 101.

Community dentists require sterilization assistants to be trained in disinfection and sterilization procedures in compliance with strict State OSHA Standards for infection control, hazard communication and waste management. This lab course provides the opportunity for the student to demonstrate and practice disinfection, sterilization procedures and dental charting. (CSU)

DENT 172: Dental Science I

4.0 Units. 4 lecture hrs/wk. Prerequisite: ENGL 92 or ESL 83 or sufficient score on English Placement Test.

This course instructs students in human anatomy, histology, and physiology as these relate to the head, neck, and body systems in dentistry. The course introduces microbiology as it relates to the control of infection and disease to include methods of sterilization and disinfection within the dental environment. (CSU)

DENT 174: Dental Materials: Lecture

2.0 Units. 2 lecture hrs/wk. Prerequisite: ENGL 92 or ESL 83 or sufficient score on English Placement Test; and DENT 176 or concurrent enrollment. Corequisite: DENT 174L.

An introduction to the physical and chemical properties of dental materials such as dental gypsums, 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. 3 lab hrs/wk. Prerequisite: ENGL 92 or ESL 83 or sufficient score on English Placement Test; and DENT 176 or concurrent enrollment. Corequisite: DENT 174.

This lab covers the applications of dental materials to include placement of temporary sedative restorations and placements of cement bases and liners. Taking, pouring, and trimming of preliminary impression materials; fabricating temporary crowns and restorations; preparing final impression materials; and assisting in composite/bonding and crown/bridge dental procedures. (CSU)

DENT 176: Dental Morphology, Histology, and Recordings

2.0 Units. 2 lecture hrs/wk. Prerequisite: ENGL 92 or ESL 83 or sufficient score on English Placement Test. Corequisite: DENT 176L.

This course presents dental terminology as it relates to tooth morphology and histology, charting, tooth nomenclature systems, cavity classifications, patient's vital signs, oral examination, diagnosis, and treatment planning. (CSU)

DENT 176L: Dental Morphology, Histology and Recordings Lab

1.0 Unit. 3 lab hrs/wk. Prerequisite: ENGL 92 or ESL 83 or sufficient score on English Placement Test. Corequisite: DENT 176.

Student identify permanent and primary dentition, indicating nomenclature, location and function; differentiate normal tooth anatomy from oral lesions; and demonstrate the ability to record dental charting, perform oral examinations, and take vital signs as part of the patient's dental record. (CSU)

DENT 178: Dental Science II

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 92 or ESL 83 or sufficient score on English Placement Test. Advisory: ENGL 98 or 98SL.

This course covers oral pathology, preventive dentistry, nutrition, medical emergencies, pharmacology, and special needs patients as they relate to dentistry. Applied psychology and communication skills with dental patients and coworkers are explored. (CSU)

DENT 180: Chairside I

2.0 Units. 2 lecture hrs/wk. Prerequisites: DENT 176 or concurrent enrollment, and ENGL 92 or ESL 83 or sufficient score on English Placement Test. Corequisite: DENT 180L.

This course covers the use and care of dental equipment; identification, application, and distribution of dental hand instruments and rotary instruments; pre set tray set-ups and their sequence of use;

four-handed dentistry techniques; and preparation for chairside assisting in a clinical setting. (CSU)

DENT 180L: Chairside I Lab

1.0 Unit. 3 lab hrs/wk. Prerequisites: DENT 176 or concurrent enrollment, and ENGL 92 or ESL 83 or sufficient score on English Placement Test. Corequisite: DENT 180.

Under the direct supervision of an instructor, students prepare the dental operatory, prepare the pre set tray, and identify hand and rotary instruments for given procedures. Application of rubber dams, matrix retainers, topical anesthetic, and provisional restorations as allowed and listed in the California State Practice Act. Also covers the assistant's role in amalgam, composite, and endodontic procedures. (CSU)

DENT 182: Dental Radiology

1.0 Unit. 1 lecture hrs/wk. Prerequisite: DENT 176 or concurrent enrollment, and ENGL 92 or ESL 83 or sufficient score on English Placement Test. Corequisite: DENT 182L.

This introductory course presents information and background on the production and projection of dental radiographs. Covers properties and principles of dental radiation and techniques, including bisecting the angle, paralleling, occlusal, disto-oblique, and distal buccal object rules. Identification of normal dental anatomy, patient management, radiation biology, protection, and quality assurance. (CSU)

DENT 182L: Dental Radiology Lab

1.0 Unit. 3 lab hrs/wk. Prerequisite: DENT 176 or concurrent enrollment, and ENGL 92 or ESL 83 or sufficient score on English Placement Test. Corequisite: DENT 182.

This course provides hands-on experience to expose, process, mount and evaluate dental radiographs for diagnostic purposes. Covers the use of dental 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. 1 lecture hrs/wk. Prerequisite: DENT 180. Corequisite: DENT 183L.

This course covers basic knowledge for coronal polishing, topical fluorides, bleaching tray fabrication and ultrasonic scaler cement removal. Upon successful completion of this course students earn the State Certificate for coronal polish and ultrasonic scaler for cement removal. (CSU)

DENT 183L: Advanced Dental Procedures Lab

0.5 Unit. 1.5 lab hrs/wk. No prerequisite. Corequisite: DENT 183.

Students perform and evaluate a coronal polish procedure on a teaching manikin before performing the procedure on three patients. The final clinical patient is evaluated by a licensed dentist or dental hygienist. Students apply topical fluoride on patients and fabricate a custom bleaching tray. Also covers the use of ultrasonic scaler cement removal. (CSU)

DENT 184: Chairside Procedures II

4.0 Units. 4 lecture hrs/wk. Prerequisite: DENT 180. Corequisite: DENT 184L.

This course provides entry-level knowledge of dental specialties such as surgical endodontics, orthodontics, periodontics, oral surgery and implants, removable prosthodontics, and pediatric dentistry. It also covers the role of the dental assistant with nitrous oxide conscious sedation, and registered dental assisting legal functions according to the State Dental Practice Act. (CSU)

DENT 184L: Chairside Procedures II Lab

1.0 Unit. 3 lab hrs/wk. Prerequisites: DENT 176 and 180. Corequisite: DENT 184.

This lab provides students with pre-clinical, hands-on practice of legal registered dental assisting functions in the field of sugical 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. 1 lecture hrs/wk. Prerequisite: DENT 182. Students must be at least 18 years old. Corequisite: DENT 186L.

This course provides instruction in methods of exposure and evaluation of diagnostic quality dental x-rays on patients. Students learn to distinguish normal dental anatomy from dental anomalies. Instruction includes methodology for exposing intra-oral digital and extra-oral panoramic dental radiographs. Upon completion of this course and the lab, students earn their Radiation Safety Certificate for the State of California. (CSU)

DENT 186L: Clinical Dental Radiology Lab

0.5 Unit. 1.5 lab hrs/wk. Prerequisite: DENT 182. Must be at least 18 years old. Corequisite: DENT 186.

This course provides hands-on instruction for exposing intra- and extra-oral dental radiographs on patients. It also covers the legal parameters with regard to the patient's records according to HIPAA standards. Upon completion of DENT 186 and 186L, students earn their Radiation Safety Certificate for the State of California. (CSU)

DENT 187: Dental Assisting Clinical/Technique Practicum

1.0 Unit. 3 lab hrs/wk. Prerequisite: DENT 174, 180, and 182.

A clinical practicum to provide individual self-study practice for specific dental assisting skills such as exposing, processing and mounting dental radiographs; taking study model impressions, pouring and trimming models; taking bite registration; fabricating provisional crowns; placing temporary restorations; fabricating bleaching trays and mouth guards under the supervision of an instructor. (CSU)

DENT 188: Clinical Applications: Chairside Clinical Operative Procedures

6.0 Units. 1 lecture and 15 lab hrs/wk. Repeat: 1. Prerequisite: DENT 174 and 180. Students must have CPR, Hepatitis B, tetanus vaccinations and TB testing before going to the dental school. One weekly lecture/seminar and 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. (CSU)

DENT 190: Dental Practice Management and Economics

1.0 Unit. 1 lecture hrs/wk. Prerequisite: High school diploma or equivalent. Corequisite: DENT 190L. Advisory: ENGL 92 or ESL 83 or sufficient score on English Placement Test.

A dental office management course designed to develop basic skills and background in all phases of dental reception functions and office management procedures, including computer management, oral and written communication, bookkeeping skills, case presentation and financial arrangements, collection techniques, insurance processing, banking procedures, computing salaries and small business tax records, inventory control and job seeking skills. Also covers legal parameters of the State Dental Practice Act with regard to dental auxiliaries and HIPAA Patient Privacy Regulations. (CSU)

DENT 190L: Dental Practice Management and Economics Lab

1.0 Unit. 3 lab hrs/wk. Prerequisite: High school diploma or equivalent. Corequisite: DENT 190. Advisory: ENGL 92 or ESL 83 or sufficient score on English Placement Test.

This lab course, designed to develop basic skills and background in all phases of dental reception and office management, includes computer management, oral and written communication, bookkeeping skills, case presentation and financial arrangements, collection techniques, insurance processing, banking procedures, computing payroll, small business tax records, inventory control and job seeking skills. Also covers legal parameters of the State Dental Practice Act with regard to dental auxiliaries and HIPAA Patient Privacy Regulations. (CSU)

DENT 192: Clinical Applications in Dental Offices

2.0 Units. 0.25 lecture and 6 lab hrs/wk. Prerequisite: DENT 183 and 186. Corequisite: DENT 192A. Advisory: ENGL 98 or 98SL.

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 dental staff. The one-hour weekly seminar provides students the opportunity to present dental office case management journals and observations, discuss perceptions and apply or improve assisting skills to their internship. (CSU)

DENT 192A: Pit and Fissure Sealants

0.5 Unit. 0.375 lab hrs/wk. Prerequisite: DENT 176. Corequisite: DENT 192 and 192AL. Advisory: ENGL 98 or 98SL.

This course covers the application of pit and fissure sealants on patients. The course partially satisfies the State Dental Board requirements to earn a Certificate in Pit and Fissure Sealants. (CSU)

DENT 192AL: Pit and Fissure Sealants Lab

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

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

DRAMA

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

Career Options

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

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

Transfer

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

A.A. IN DRAMA

The drama major is offered only at the Kentfield Campus. The Drama Department gives students experience in writing, performing, designing and constructing sets, as well as in costume and makeup. It is an interdisciplinary program involving dance, art, music, and the English disciplines. Students in the program may transfer to four-year institutions or go into television and professional theatre groups.

REQUIREMENTS			UNITS
DRAM	110	Introduction to the Theatre	3
DRAM	150	Introduction to Stagecraft	3
DRAM	252B	Seminar and Fieldwork Experience B	3

Six units to be selected from the following:			
DRAM	116	Survey of Dramatic Literature – Ancient Greek to the Present	3
DRAM	117	Survey of Dramatic Literature – Shakespeare and His Theatre	3
DRAM	119	Theatre Criticism	3
Six units to be selected from the following:			
DRAM	160	Stage Production	1
DRAM	161	Production Preparation – Sets and Properties	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
Eight units to be selected from the following:			
DRAM	126	Improvisation for the Theatre	3
DRAM	130	Theory and Practice in Acting I	3
DRAM	134	Acting for Director's Workshop	.5
DRAM	137	Stage Combat	.5
DRAM	237	Techniques of Audition	.5
DRAM	240	Directing for the Stage	3
Three units to be selected from the following:			
DRAM	125	Stage Movement	2
DRAM	129	Voice for the Stage	1
DANC	132	Musical Theatre	1.5
MUS	181	Voice I	1
TOTAL UNITS			**32**

DRAMA COURSES (DRAM)

DRAM 090: Careers in Performing Arts

1.0 Unit. 1 lecture hrs/wk. Repeat: 1. No prerequisite.

Students 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.

DRAM 110: Introduction to the Theatre

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

A survey course designed to foster appreciation for the theatre by the student not majoring in drama, and an orientation course for the drama major. Topics include the purpose of theatre, significant milestones in theatre history, a behind-the-scenes look at play production, and trends in contemporary theatre. Lectures are combined with viewing of live and videotaped scenes representing different types of theatre. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

DRAM 116: Survey of Dramatic Literature: Ancient Greek to the Present

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

This course surveys the history of the theatre and dramatic literature from the Greek classical period to the present. Recommended for drama majors. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

DRAM 117: Survey of Dramatic Literature: Shakespeare and His Theatre

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

This course examines selected plays of Shakespeare, emphasizing the transferral of the play from the written script to the stage. Recommended for drama majors. (CSU/UC) AA/AS Area C

DRAM 119: Theatre Criticism

3.0 Units. 3 lecture hrs/wk. No prerequisite: Advisory: Drama 110.

Students learn the art of criticism through attending plays, reading theatrical literature, and 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. 4 lecture and 6 lab hrs/wk. Repeat: 3. Prerequisite: Audition based upon a standardized level of performance.

This intensive drama workshop involves music, dance, and theatre; students create and perform an original show. (CSU)

DRAM 124: Acting for Anybody: Basic Acting

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

This course, for actors and nonactors alike, helps students communicate with one another, overcome shyness, and improve acting skills through the creation and performance of original scenes. (CSU/UC)

DRAM 125: Stage Movement

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

The study and practice of the art of physical theatre. Laban, Grotowski, Suzuki, and others are explored in this movement intensive. Actors are rarely in control of their bodies even though they are actors' essential tools. This class addresses the need for mastery over the physical realm in theatre. Recommended for all actors and required for all theatre majors. (CSU/UC)

DRAM 126: Improvisation for the Theatre

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

A participatory class in which students practice skills necessary to support improvised performances. Students engage in activities that draw upon their ability to relax, concentrate, and respond spontaneously and honestly. The class calls upon and extends students' imagination, and provides opportunities to practice narrative skills. Includes public performances. (CSU/UC)

DRAM 127: Improvisation Performance

2.0 Units. 1 lecture and 4 lab hrs/wk. Repeat: 3. No prerequisite. Advisory: Drama 126.

In this course, students rehearse as an ensemble, develop performance skills, and perform improvisational theatre pieces. (CSU/UC)

DRAM 128: Improvisation II

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: Drama 126.

This intermediate improvisation class, for students with prior improv experience, explores ensemble performance and different improv genres: narrative, long form, social commentary, and dramatic improv. (CSU/UC)

DRAM 129: Voice for the Stage

1.0 Unit. 1 lecture hrs/wk. Prerequisite: Drama 131.

This class teaches students how to control the instrument that is their voice. Students explore various vocal techniques and look at differences in the British and American systems of voice acting. Recommended for all actors and required for all drama majors. (CSU)

DRAM 130: Theory and Practice in Acting I

3.0 Units. 3 lecture hrs/wk. No prerequisite. Corequisite: Drama 134.

Beginning class in acting techniques. Exercises in characterization, pantomime, improvisation, voice projection, and body movement. Required for drama majors. (CSU/UC)

DRAM 131: Theory and Practice in Acting II

3.0 Units. 3 lecture and 1 TBA hrs/wk. No prerequisite. Advisory: Drama 130 and 134.

This class emphasizes the creation and analysis of a character through intensive rehearsal of scenes. Recommended for drama majors. (CSU/UC)

DRAM 134: Acting for the Director's Workshop

0.5 Unit. 1.5 lab hrs/wk. Repeat: 3. No prerequisite.

Acting in student-directed scenes from Drama 240: Stage Direction. Audition, rehearsal and performance in student-directed scenes. (CSU/UC)

DRAM 137: Stage Combat

0.5 Unit. 1.5 lab hrs/wk. No prerequisite.

This class covers the history, theory and practice of recreating fights for the stage. Students learn a controlled simulated approach to performing punches, slaps, falls and choreographed sword work. The history of personal combat is also covered. Recommended for drama majors. (CSU)

DRAM 140: Theatre Workshop

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

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. (CSU/UC)

DRAM 142: Children's Theatre Workshop

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

This course introduces methods for organizing, selecting, and producing plays for children, and includes rehearsal and performance of a production. Techniques for acting and directing children's theatre are analyzed. (CSU)

DRAM 143: Storytelling and Personal Narratives

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

In this class, students from all levels, from early childhood educators to potential performing artists and monologists, conceive and perform original stories in a workshop setting. (CSU)

DRAM 144: Comedy Theory and Technique

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

This course introduces basic elements of theatrical comedy. Through the study, discussion, and practice of selected comic material, both historic and modern, students develop a variety of comedic stage techniques. (CSU/UC)

DRAM 150: Introduction to Stagecraft

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: Drama 160.

Theory and practice in theatre production stagecraft. A study of all backstage principles of design, fabrication, materials and tools used in scenery, costumes, lighting and other stage properties. Includes vocabulary for theatrical elements allowing students to critically evaluate any and all theatrical productions. (CSU/UC) CSU Area C-1

DRAM 160: Production Stagecraft

1.0 Unit. 3 lab hrs/wk. Repeat: 3. No prerequisite. Advisory: Drama 150.

This general course in the practical aspects of stagecraft and production support includes set, properties and costume construction and organization; theatrical lighting; stage rigging; sound development; shop organization; and production office support. (CSU/UC) CSU Area C-1

DRAM 161: Production Preparation - Sets and Properties

1.0 Unit. 3 lab hrs/wk. Repeat: 3. Prerequisite: Drama 160.

Practical participation in the construction of scenery and properties for a staged production. (CSU/UC) CSU Area C-1

DRAM 162: Production Preparation - Costumes and Hair

1.0 Unit. 3 lab hrs/wk. Repeat: 3. Prerequisite: Drama 160.

Practical participation in the construction, care and maintenance of theatrical costumes and basic hair styling and wig care and maintenance for departmental productions. (CSU/UC)

DRAM 163: Production Preparation - Lights and Sound

1.0 Unit. 3 lab hrs/wk. Repeat: 3. Prerequisite: Drama 160.

A general course in the practical application of lighting and sound techniques for a departmental production. (CSU/UC)

DRAM 164: Production Crew

1.0 Unit. 0.5 lecture and 2.5 lab hrs/wk. Repeat: 3. No prerequisite. Advisory: Drama 150.

This course offers participation in a running crew for theatrical productions. Students are trained for crewing assignments such as lighting technician, sound technician, dresser, wardrobe mistress/master, backstage crew, properties management, assistant stage manager, and stage manager. (CSU/UC)

DRAM 166: Stage Makeup: Theory and Practice

1.0 Unit. 3 lab hrs/wk. Repeat: 3. No prerequisite.

Designed for students interested in the application of stage makeup, this course covers basic, old age, and character makeup for various-sized theatres. Also includes animals, fantasy, Kabuki, and Chinese opera. Students are required to purchase makeup supplies following instructor's guidelines. (CSU/UC)

DRAM 168: Theatre Management

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

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. 1 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite. Corequisite: Drama 245.

This class covers techniques for actors to analyze the text of a play by William Shakespeare, to prepare for the performance of a role in a Drama Department production. Focus on verse and prose speaking, discovery of character through the language and historical stylistic approach to the performance of Shakespeare on stage. (CSU/UC)

DRAM 230: Advanced Acting Techniques

3.0 Units. 3 lecture and 1 TBA hrs/wk. Prerequisite: Audition based upon a standardized level of performance.

This course, designed to further the student's practical application in role preparation and performance techniques, emphasizes intensive preparation and analysis of major roles in selected scenes from plays of various types and periods. (CSU/UC)

DRAM 231: Advanced Techniques for the Rehearsal and Performance of Contemporary Dramatic Works

4.0 Units. 1 lecture and 9 lab hrs/wk. Repeat: 3. Prerequisite: Audition based upon a standardized level of performance for roles in College productions.

A concentrated laboratory workshop for advanced acting students in advanced techniques of rehearsal and performance of the more demanding and less well-known works of the contemporary and classic theatre. Students assume the necessary technical duties required for production. (CSU/UC)

DRAM 237: Techniques of Audition

0.5 Unit. 1.5 lab hrs/wk. Repeat: 3. Prerequisite: Drama 131 and audition.

A workshop for acting students, covering the techniques of the audition process and how to prepare for auditions, including memorizing monologues, cold reading from scripts, interview techniques, resume preparation, and finding a suitable monologue. (CSU)

DRAM 240: Directing for the Stage

3.0 Units. 3 lecture and 2 TBA hrs/wk. No prerequisite. Advisory: Drama 110, 130, and 134.

This class focuses on the transference of the written script into live action on the stage. Students learn fundamentals of script analysis, design concepts, casting, composition, blocking, actor-coaching, characterization, and rehearsal techniques as they relate to the play production process. (CSU/UC)

DRAM 245: Rehearsal and Performance

3.0 Units. 9 lab hrs/wk. Repeat: 3. Prerequisite: Audition based upon a standardized level of performance for College productions. Corequisite: Drama 160 or 161 or 162 or 163 or 164.

In this course, students act in the scheduled department production of a play. In addition, students are required to participate in the technical production areas covered by any of the corequisites, for a minimum of three weekly lab hours. (CSU/UC)

DRAM 246: Rehearsal and Performance of a Modern Comedy

3.0 Units. 9 lab hrs/wk. Repeat: 3. Prerequisite: Audition based upon a standardized level of performance for College productions. Corequisite: Drama 160 or 161 or 162 or 163 or 164.

In this course, students act in the scheduled department production of a modern comedy play. In addition, students are required to participate in the technical production areas covered by any of the corequisites, for a minimum of three weekly lab hours. (CSU/UC)

DRAM 252A: Seminar and Fieldwork Experience A

2.0 Units. 1 lecture and 4 lab hrs/wk. Repeat: 1. No prerequisite. Advisory: Drama 150 or 168 or 130.

This course is designed to give theater students meaningful work experience in the areas of technical theater, theater management, and performance. Each student works in a theater, theater company or production company under the supervision of someone employed there. In the weekly seminar, students receive lectures on various theater occupations and discuss the skill-set necessary for securing work in the theater. (CSU)

DRAM 252B: Seminar and Fieldwork Experience B

3.0 Units. 1 lecture and 8 lab hrs/wk. Repeat: 1. No prerequisite. Advisory: Drama 150 or 168 or 130.

This course is designed to give theater students meaningful work experience in the areas of technical theatre, theatre management, and performance. Each student works at a theatre company under the supervision of an artistic, technical or managerial employee of the theatre. In the weekly seminar, students receive lectures on various theatre occupations and discuss the skill-set necessary for securing work in the theatre. (CSU)

DRAM 252C: Seminar and Fieldwork Experience C

5.0 Units. 1 lecture and 12 lab hrs/wk. Repeat: 1. No prerequisite. Advisory: Drama 150 or 168 or 130.

This course is designed to give theatre students meaningful work experience in the areas of technical theatre, theatre management and performance. Each student works at a theatre company under the supervision of an artistic, technical or managerial employee of the theatre. In the weekly seminar, students receive lectures on various theatre occupations and discuss the skill-set necessary for securing work in the theatre. (CSU)

DRAM 260: Musical Theatre Production Workshop

3.0 Units. 9 lab hrs/wk. Repeat: 3. Prerequisite: Audition based upon a standardized level of performance for roles in College productions. Corequisite: Drama 160, 161, 162, 163, or 164.

This course involves acting, singing, and dancing/movement in the scheduled department production of a musical theatre play. Students also participate in the technical production areas of sets, lights, costumes, or crew. (CSU/UC) CSU Area C-1

EARLY CHILDHOOD EDUCATION

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

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

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

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

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

A.S. IN EARLY CHILDHOOD EDUCATION, OCCUPATIONAL

(Certificate of Achievement awarded. Skills Certificate in Early Childhood Education Core also awarded.)

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

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

REQUIREMENTS			UNITS
Core Requirements:			
PSY	114	The Psychology of Human Development: Lifespan+	3
ECE	100	Licensing and Permits: Introduction to Childcare Programs	.5
ECE	110	Child Development	3
ECE	112	Child, Family, and Community	3
ECE	114	Introduction to Early Childhood Education	3
ECE	115	Introduction to Early Childhood Curriculum	3
ECE	116	Observation and Assessment	3
ECE	131	Health, Safety and Nutrition Practices for Young Children	3
ECE	208	Exploring Cultural Diversity in the Early Childhood Classroom	3
ECE	222	Working with Special Needs Children in Early Childhood Settings	2
ECE	280	ECE Fieldwork and Seminar I: Beginning Practicum	3
ECE	281	ECE Fieldwork and Seminar II: Advanced Practicum	3
Two ECE Electives (choose from the following list):			
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	224	Working with Parents in Early Childhood Programs	2
ECE	225	Guidance and Limit-Setting in the Early Childhood Classroom	2
ECE	226	Exploration and Discovery in Math and Science	3
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.			
TOTAL UNITS			**MINIMUM OF 36.5**

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

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
SUBTOTAL UNITS			**32.5**

And 10 General Education units, including:

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

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	3
ECE	112	Child, Family, and Community	3
ECE	114	Introduction to Early Childhood Education	3
ECE	115	Introduction to Early Childhood Curriculum	3
TOTAL UNITS			**12**

Licensing Coursework Requirements:

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

1. Child or Human Growth and Development (ECE 101 or 110)
2. Child, Family and Community, or Child-Family Relations (ECE 112)
3. Programs and Curriculum (ECE 114*, 115*, 116, 120, 131, 132, 133, 134, 135, 137, 205, 208, 217, 218, 222, 223, 224, 225, 226, 280**, 281**)

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

Child Development Permit Requirements:

The California Department of Education requires that anyone working in a children's program subsidized by the Child Development Division obtain the appropriate permit from the California Commission on Teacher Credentialing.

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, 222, 223, 224, 225, 226, 280***, 281***)

**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.
***ECE 280 and 281 may be counted as units in the Programs and Curriculum category or as 96 hours of experience, but not both.

EARLY CHILDHOOD EDUCATION COURSES (ECE)

ECE 100: Licensing and Permits: Introduction to Childcare Programs

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

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

ECE 101: Introduction to Child Development

3.0 Units. 3 lecture hrs/wk. No prerequisite. Three lecture hours weekly

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

ECE 110: Child Development

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

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 and Area E, IGETC Area 4G

ECE 112: Child, Family, and Community

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

Explores the impact of community and society on young children and their families. 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. 3 lecture hrs/wk. No prerequisite.

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

In this course, students 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. 3 lecture hrs/wk. Prerequisite: ECE 101 or 110.

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. 1 lecture hrs/wk. No prerequisite.

This course includes age-appropriate activities for after school programs, aspects of after school care, and strategies for working with and understanding children in after school settings. (CSU)

ECE 131: Health, Safety, and Nutrition Practices for Young Children

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

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. 1 lecture hrs/wk. No prerequisite.

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

In this course students learn how to plan, design and present a process-oriented art curriculum for young children. Through in-class hands-on art activities students sample a variety of media for children. An overview of current trends in early art education is also included. (CSU)

ECE 134: Understanding Young Children's Temperaments

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

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. 2 lecture hrs/wk. No prerequisite.

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. 3 lecture hrs/wk. No prerequisite.

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 also learn about methods for assessing children's skills in speaking, pre-reading, and pre-writing. (CSU)

ECE 205: Continuing EC Curriculum

3.0 Units. 3 lecture hrs/wk. Prerequisite: ECE 115. Advisory: ECE 114.

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. 3 lecture hrs/wk. No prerequisite.

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. (CSU)

ECE 217: Fostering Creativity in the Classroom

2.0 Units. 2 lecture hrs/wk. No prerequisite.

This course offers a variety of strategies and hands-on ideas for fostering creativity in young children. It examines aspects of creative thinking and provides methods for planning creative activities in all curriculum areas. (CSU)

ECE 218: Providing High-Quality Care for Infants and Toddlers

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

This course provides principles and appropriate practices that build trusting relationships with infants and toddlers in small groups in the context of responsive, individualized caregiving. Students explore strategies that facilitate learning and development through play, in accordance with the California Infant/Toddler Learning and Development Foundations and Guidelines. Room arrangement and appropriate materials are discussed, as well as how to maintain positive partnerships with childrens' families. (CSU)

ECE 220A: Early Childhood Education Administration A

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

This course covers information and methods for developing, teaching, and administering a preschool program. Topics include a survey of types of preschool programs, how to staff and plan a budget for a preschool program, the role of an administrator, setting up preschool environments, and planning for children. The course can be applied toward the administration course requirement for the Site Supervisor and Program Director Child Development Permits. (CSU)

ECE 220B: Early Childhood Education Administration B

3.0 Units. 3 lecture hrs/wk. Prerequisite: ECE 220A or concurrent enrollment.

This course provides in-depth examination of early childhood program administration, including topics such as implementing regulation requirements; program assessment and evaluation; child assessments; effective leadership strategies; staff development, supervision and evaluation; nutrition programs; and developing parent partnerships. Administration of Title 5 and Title 22 childcare program requirements is also examined. The course can be applied toward credit needed for Site Supervisor and Program Director Child Development Permits. (CSU)

ECE 222: Working with Special Needs Children in Early Childhood Settings

2.0 Units. 2.25 lecture hrs/wk. No prerequisite.

Overview of children with special needs and the impact on families. Maximizing potential through education, support, legislative knowledge, curriculum adaptations, community resources, and career opportunities. Students identify and examine special needs in young children, review the current legislation and guidelines for working with children in early childhood classrooms, examine modalities of effective communication with parents of young children with special needs, and evaluate approaches for assisting special needs children in classroom routines. (CSU)

ECE 223: Music Activities for Young Children

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

Through a survey of teaching methods and hands-on music activities, this course enables students to develop a rich and enjoyable music program for young children, understand basic musical concepts, present culturally diverse music activities, and foster reading and math readiness through music. This course meets the Department of Social Services' requirement for coursework in the area of Programs and Curriculum. (CSU)

ECE 224: Working with Parents in Early Childhood Programs

2.0 Units. 2 lecture hrs/wk. No prerequisite.

This course includes approaches and techniques for working with parents in infant/toddler, preschool and extended day programs; strategies for planning and leading parent-teacher conferences; effective techniques for communicating with parents; and ideas for parent involvement in early childhood programs. (CSU)

ECE 225: Guidance and Limit-Setting in the Early Childhood Classroom

2.0 Units. 2 lecture hrs/wk. No prerequisite.

Strategies and approaches for guiding and setting limits with infants, toddlers, and preschoolers in classroom settings are presented and explored in this course. Also featured are methods for assisting young children in conflict resolution. (CSU)

ECE 226: Exploration and Discovery in Math and Science

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

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. Hours will vary with selected topic. No prerequisite.

Specialized and contemporary topics in ECE are the focus of this course. The subject matter varies with the needs and interests of the students. The course content meets educational requirements for Department of Social Services licensing and Child Development Permit attainment. (CSU)

ECE 260: Marin Childcare Conference and Follow-up One-Day Workshop

1.0 Unit. 1 lecture hrs/wk. Repeat: 3. No prerequisite.

Part I of this course is a day-long, 8-hour, off-campus conference for childcare providers and other interested parties. Participants may choose from mid-morning and afternoon workshops on current issues, trends, and policies in ECE. A keynote presentation is included. Part II consists of a one-day, on-campus workshop in which the instructor reviews and expands on topics presented in conference. (CSU)

ECE 261: Early Childhood Education Conference Course

0.5 Unit. 8.5 lecture hrs total. Repeat: 3. No prerequisite.

This is a conference-format course. Topics and content vary. The course can be used to meet Professional Growth requirements for renewal of the Teacher, Master Teacher, Site Supervisor, or Director level of Child Development Permit issued by the California Commission on Teacher Credentialing. (CSU)

ECE 280: Early Childhood Education Fieldwork and Seminar I: Beginning Practicum

3.0 Units. 1 lecture and 6 lab hrs/wk. Prerequisite: ECE 115. Advisory: ECE 116. Other limitations on enrollment: evidence of physical exam and TB test within past 6 months and up-to-date immunization records; also must complete Criminal Record Clearance statement prior to fieldwork placement.

In this course, students plan, prepare, implement and evaluate various curriculum activities and techniques with young children in an early education and care settings, including developing effective classroom management and child guidance techniques. Includes six hours weekly working directly with children in the campus Children's Centers or in California Early Childhood Mentor Program classrooms. (CSU)

ECE 281: Early Childhood Education Fieldwork and Seminar II: Advanced Practicum

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

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

ECE 295: Supervising Adults in Early Childhood Programs

2.0 Units. 2 lecture hrs/wk. No prerequisite.

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

ECONOMICS

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

Career Options

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

ECONOMICS COURSES (ECON)

ECON 101: Principles of Macroeconomics

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

This course is an introduction to macroeconomic analysis, the economy as a whole. Studies include the determinants of GDP (gross domestic product), employment, income, savings, and investment. Emphasizes government intervention in the economy through fiscal policy and monetary policy aimed at reducing economic fluctuations. (CSU/UC) AA/AS Area B, CSU Area D-2, IGETC Area 4B

ECON 102: Principles of Microeconomics

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

This course is an introduction to microeconomic analysis, how the various units in the economy make decisions. Topics include scarcity, demand, supply, equilibrium price, allocation of resources in market structures of pure competition, monopolistic competition, oligopoly, monopoly, and 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. 3 lecture hrs/wk. No prerequisite. Advisory: Eligibility for ENGL 150. Can be taken as ECON 125, ETST 125, HIST 125, POLS 125, or SSC 125; credit awarded for only one course.

This course focuses on the elements of critical thinking and methods of research in the social sciences and develops skills required to organize such thought and research into effective, college level presentations. Students are encouraged to select areas of research from other courses taken during the semester or from areas of special interest including politics, history, economics, education, women's studies, ethnic studies, current issues, and issues of community concern. (CSU/UC)

ECON 215: Survey of Current Issues

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as ECON 215, POLS 215, or SSC 215; credit awarded for only one course.

This course is an opportunity to critically examine and discuss significant world developments and to attempt to understand the sources of those developments. Student focus on issues of particular interest and share that information with the group. When possible, informed participants in world and national events meet with the class to share insights. (CSU)

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
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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 110: Introduction to Education

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

A foundation for understanding the public education system for those interested in teaching and learning, this course includes information about school governance, the nature of teaching as a profession, and the philosophies of education. (CSU/UC)

EDUC 111: Foundations of Teaching

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

This course explores what it means to be a professional teacher in the current high-stakes environment of education. Building upon a strong mentoring approach, the course helps students make decisions about their teaching future by fostering an awareness of the realities of teaching in America today. Practical perspectives for meeting the challenges of teaching as well as practical and foundational topics provide students with a well-rounded view of the teaching profession. (CSU/UC)

ELECTRONICS TECHNOLOGY

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

Career Options
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 100: Fundamentals of Electronics

2.0 Units. 2 lecture hrs/wk. No prerequisite.

Introduction to principles, terminology, and measurements of electrical circuits and electronic systems. Behavior of DC and AC circuits and electronic devices with their applications in automotive, computer, communications, power distribution, and photovoltaic systems. (CSU)

ELEC 110: Solar Installation and Integration

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

ELEC 290: Electric Vehicle Conversion and Hybrid Maintenance

3.0 Units. 2.5 lecture and 1.5 lab hrs/wk. Repeat: 3. No prerequisite. May be taken as ELEC 290 or ACRT 290; credit awarded for only one course.

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

ENGINEERING

No profession has as many diverse specialties and applications as engineering. Few other professions offer the challenge, financial rewards, and opportunity to make a contribution to the betterment of our environment and standard of living as engineering.

There are many specialties in engineering, and within each area there are countless subdivisions. Our technology has grown so pervasive and complex that each facet of an engineering problem demands a specific type of training and expertise.

Career Options
Aerodynamicist, Agricultural Engineer, Ceramic Engineer, Chemical Engineer, Civil Engineer, Customer Service Representative, Designer, Drafter, Electrical Engineer, Electronics Engineer, Field Service Engineer, Industrial Engineer, Management Analyst, Marine Engineer, Materials Scheduler, Mechanical Engineer, Metallographer, Metallurgical Engineer, Mining Engineer, Nuclear Engineer, Operations Analyst, Petroleum Engineer, Production Manager, Project Director, Research Scientist, Safety Engineer, Sales Engineer, Surveyor, Systems Analyst, Technical Illustrator, Tester, Welding Technician

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

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

A.S. IN ENGINEERING*

The Kentfield Campus offers a two-year, lower division Engineering Core Program which, when satisfactorily completed, allows the student to transfer to an engineering program at the four-year college or university. To provide an effective and economical program for lower division engineering education, the State of California has adopted the curriculum developed by the Engineering Liaison Committee of the Articulation Counsel of California. This agreement coordinates the transferable course offerings between community colleges and the four-year colleges and universities in California.

After completing the lower division engineering curriculum, it is common to complete a Bachelor's degree in two years at the four-year school. Due to the diverse nature of availability among engineering programs, students are strongly advised to enroll in Engineering 110 as soon as possible.

*Please note: the requirements for this degree must be completed by the end of the 2013 summer session.

REQUIREMENTS			UNITS
Freshman Year – Fall Semester			
ENGG	110	Careers in Engineering and Technology	1
MATH	123	Analytic Geometry and Calculus I	5
CHEM	131	General Chemistry I	5
COMP	110	Introduction to Computers	1
For Civil or Mechanical Engineering add:			
ENGG	125	Introductory Engineering Graphics	4
Freshman Year – Spring Semester			
COMP	140	Fundamentals of Programming in FORTRAN	4
MATH	124	Analytic Geometry and Calculus II	5
PHYS	207A	Mechanics and Properties of Matter	5
For Civil Engineering add:			
CHEM	132E	General Chemistry II, Lecture Only	3
For Mechanical Engineering add:			
CHEM	132E	General Chemistry II, Lecture Only	3
ENGG	126	Intermediate Engineering Graphics	2
Sophomore Year – Fall Semester			
ENGG	235	Engineering Mechanics -- Statics	3
ENGG	245	Engineering Materials Science	3
MATH	223	Analytic Geometry, Vector Analysis, and Calculus III	5
PHYS	207B	Electricity and Magnetism	5
Sophomore Year – Spring Semester			
MATH	224	Elementary Differential Equations	4
PHYS	207C	Heat, Light, Sound, and Modern Physics	5
For Civil Engineering add:			
ENGG	210	Engineering Surveying	3
For Electrical or Mechanical Engineering add:			
ENGG	220	Electric Circuit Analysis	3
TOTAL UNITS			**MINIMUM OF 54**

A.S. IN ENGINEERING TECHNOLOGY, OCCUPATIONAL*

The engineering technician is a valuable part of the team working together in every branch of modern industry. The work of the technician is "practical," typically involving surveying, drafting, laboratory testing, and equipment operation and maintenance. At the Kentfield Campus, a core program is suggested for the student who is interested in engineering technology. The student will elect additional courses to further prepare for some specialty such as draftsman, surveyor, engineering maintenance specialist, salesman, shop, or laboratory technician.

Upon completion of this program, the student may elect to continue studies at a four-year college that will lead to a Bachelor's degree in engineering technology. Schools that offer such programs include: California State Polytechnic University, Sacramento State University, Fresno State University, Northrup Technical Institute, and Cogswell Technical Institute.

Upon entering this program the student should seek the advice of an instructor in engineering regarding electives, possible employment, and current demands of industry.

*Please note: the requirements for this degree must be completed by the end of the 2013 summer session.

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
TOTAL UNITS			**34**

ENGINEERING COURSES (ENGG)

ENGG 110: Careers in Engineering and Technology

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

This course, intended for students considering careers in engineering, computer science, or related engineering technologies, introduces the different branches of engineering, emphasizing educational requirements and employment expectations upon completion of a four-year degree program. It outlines basic lower-division transfer plans in detail and provides an overview of coursework required after transfer, helping students select from possible transfer options those that best fit personal needs and career objectives. (CSU/UC)

ENGG 110A: Introduction to the Engineering Profession

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

An overview of the engineering profession, including a survey of career fields and a discussion of academic requirements at College of Marin and other institutions. The course aids students in developing career goals, academic plans, and personal success strategies. (CSU/UC)

ENGG 110B: Introduction to Engineering Design

2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite. Corequisite: COMP 150A. Advisories: ENGG 110 and 125.

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. 1 lecture hrs/wk. Prerequisite: Math 103 or 103AB or 103XY or sufficient score on the Math Assessment Test.

An introduction to computer tools and techniques useful for data analysis, problem solving, and communication in science and engineering coursework and professional activities. Students learn to use spreadsheet software to perform routine data analysis, including use of mathematical equations, statistical analysis, graphing, curve fitting, and a variety of numerical problem-solving techniques. (CSU)

ENGG 125: Introductory Engineering Graphics

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

This course introduces orthographic and perspective projections, helping the student develop 3D visualization design drawing skills. Students learn industry ANSI and ISO standards used in creating detail and assembly drawings. Auxiliary and section views, mechanical tolerancing and dimensioning are learned through extensive 2D CAD and solid 3D modeling with Inventor. Important teamwork skills are fostered through group projects and documentation of the entire design process. (CSU/UC)

ENGG 126: Intermediate Engineering Graphics

2.0 Units. 1 lecture and 3 lab hrs/wk. Prerequisite: ENGG 125.

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 150: Programming in MATLAB for Engineers

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

Designed to meet computer programming requirements for engineering transfer students, this course utilizes the MATLAB environment to provide a working knowledge of computer-based problem-solving methods relevant to science and engineering, including programming and numerical analysis techniques. Students outline, write, test, and debug computer programs to solve problems and display results, emphasizing proper documentation of computer code and reports. Common examples and applications of physics and engineering are used throughout the course. (CSU/UC)

ENGG 210: Engineering Surveying

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisites: Math 121 or sufficient score on Math Assessment Test or Math 123, and ENGG 125.

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. 3 lecture hrs/wk. Prerequisites: PHYS 207B, and Math 224 or concurrent enrollment.

An introduction to the theory and analysis of electric circuits, including basic quantities and analytical techniques; network theorems and modeling; natural and forced responses of first- and second-order RLC circuits; AC circuit analysis and power calculations; and linear models of common devices such as transistors, operational amplifiers, and transformers. (CSU/UC)

ENGG 220L: Electric Circuits Laboratory

1.0 Unit. 3 lab hrs/wk. No prerequisite.

This optional lab to accompany ENGG 220 introduces electric measurements and laboratory instrumentation, as well as a practical verification of electrical circuit theory. Students build and analyze a variety of circuits, including Operational Amplifiers, and investigate first and second order transient response and AC steady state behavior. Students learn how to use oscilloscopes, multimeters, function generators, power supplies, and computer simulation tools to study electric circuits. (CSU/UC)

ENGG 235: Engineering Mechanics: Statics

3.0 Units. 3 lecture hrs/wk. Prerequisite: PHYS 207A, and Math 124 or concurrent enrollment.

An introduction for engineering students to applied vector mechanics of rigid bodies in static equilibrium. Students learn standard engineering techniques for the analysis of external and internal forces in structures, distributed force problems, friction, centroids, and moments of inertia. (CSU/UC)

ENGG 245: Engineering Materials Science

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisites: CHEM 131 and PHYS 207A.

The internal structures and resulting behaviors of materials used in engineering applications (including metals, ceramics, polymers, and composites) are studied, emphasizing the effects of heat, stress, imperfections, and chemical environments. Laboratories provide direct observations of the structures and behaviors discussed in the course, experience with the operation of testing equipment, and the preparation of experimental reports. (CSU/UC)

ENGLISH

The essence of the English major involves the development of skills and techniques such as looking at language development and literature in-depth. This elicits the ability to analyze, to ascertain assumptions, to determine values, and to make intelligent judgments and decisions. For these reasons, a major in English would be appropriate for the professions of law, medicine, or industry.

Career Options

Advertising Copy Writer, Bookstore Manager/Staff, Continuity Writer, Editor, Foreign Service Officer, Freelance Writer, Fundraiser, Grant Writer, Interviewer, Journalist, Lawyer, Legislative Assistant, Librarian, Management Trainee, Media Specialist, News Analyst, Newspaper Reporter, Personnel Specialist, Public Information Officer, Publicity Director, Publishing Agent, Radio/TV Announcer, Reader, Research Assistant, Sales Representative, Scriptwriter, Speech Pathologist, Teacher, Technical Writer, Training Specialist

Faculty

Windee Cottle, Ingrid Kelly, David King, Ali Klinger, Karen Koenig, Cara Kreit, Alicia (Meg) Pasquel, 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. 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.

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. 1 lecture hrs/wk. No prerequisite.

This course helps students develop a comprehensive understanding of their current strengths and weaknesses in the language skills necessary for college success. Complete diagnostic testing in reading, vocabulary, and writing is included, and various techniques and strategies are introduced so that each student knows what kind of work is necessary for improvement. Upon completion, students have a list of specific skills for further study, a realistic idea of current academic level, an understanding of campus resources available for in-depth skills development, and a set of strategies for continued language improvement.

ENGL 011: College Skills: Essential English for Exams

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

This course focuses on the reading, thinking, and writing skills necessary to pass standardized English tests like the GED high school equivalency exam. Students receive instruction and practice in the four levels of thinking skills normally tested on these exams. Also, students learn how to spot grammar and organizational errors in written text, and how to plan and organize a 250-word essay from a given topic in order to pass the essay exams. Practice exams are given for the final. Non-GED candidates are welcome.

ENGL 012: College Skills: Reading and Thinking in Math

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

This course is designed for those students who desire their GED diploma or to satisfy College of Marin graduation requirements but who have trouble in math. Students focus on the concepts behind math and begin to analyze the language and symbols of math, the thinking style that is required to do well in math, the benefits of mental calculations and estimating, and start to develop the habit of making math make sense in real life situations.

ENGL 013: College Skills: Participating in Class

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

This course gives students confidence in reading aloud, understanding lectures, asking and answering questions, and expressing themselves clearly in class.

ENGL 014: College Skills: Shaping Sentences

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

This six-week course provides extensive instruction and practice in composing interesting, alive, and correct sentences for college papers and other writing. Students learn how to add color, variety, and specific detail to their sentences while applying the techniques of sentence and idea combining. In addition, students explore word choice for appropriateness and punctuation for effect.

ENGL 015: College Skills: Exploring English

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

Each time this course is offered, it explores a different cultural theme (for example, famous cheaters in sports). Based on the readings, students apply spelling rules, build vocabulary, comprehend ideas, and write outlines, summaries, and responses.

ENGL 016: College Skills: Perfect Punctuation

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

This course gives students confidence in using punctuation correctly. They master rules relating to commas, semicolons, quotation marks, apostrophes, hyphens, dashes, colons and parentheses, when to put them in and when to leave them out.

ENGL 017: College Skills: Reading Textbooks

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

This course helps students become more skillful and efficient learners. It takes an integrated approach to understanding texts and includes active reading and note-taking strategies, memory techniques, and test-taking tips.

ENGL 018: College Skills: Taking Essay Tests

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

This short course provides instruction and practice in taking essay tests. Students learn the various types of questions along with appropriate responses for each type. The process of writing a short outline and draft which is edited and proofread quickly is modeled and practiced.

ENGL 062: Developmental Reading and Writing

5.0 Units. 5 lecture hrs/wk. No prerequisite. Corequisite: ENGL 62L.

This course introduces the related ideas required for academic reading and writing: main ideas, logical support, implied meanings, relationships, patterns of organization, and vocabulary building. Students learn how to write complete sentences of various types, plan before writing, and construct well organized paragraphs.

ENGL 062L: Developmental Reading and Writing Lab

1.0 Unit. 3 lecture hrs/wk. Repeat: 3. No prerequisite. Corequisite: ENGL 62.

This lab reinforces and extends the reading and writing skills learned in ENGL 62.

ENGL 070-079: ENGLISH SKILLS OPEN LAB

1.0 Unit for each course. Repeat: 3 for each course. No prerequisite. Students are advised to meet with the instructor to determine appropriate courses to take.

A series of one-unit minicourses designed to help students develop basic English language skills. Offered on an individualized basis, each module may be entered and completed at any time during the semester, and, with an approved in-progress grade, completed the following semester. Each one-unit course requires approximately 48 hours of work.

ENGL 070: Phonics
ENGL 071: Spelling I
ENGL 072: Spelling II
ENGL 073: Vocabulary I
ENGL 074: Vocabulary II
ENGL 075: Reading I
ENGL 076: Reading II
ENGL 077: Independent Reading
ENGL 078: Special Interest Workshop
ENGL 079: Grammar Review

ENGL 092: Reading and Writing Skills

5.0 Units. 5 lecture hrs/wk. No prerequisite. Corequisite: ENGL 92L.

Students develop their abilities to analyze and respond to reading material in a variety of disciplines. At the same time, they learn to construct well-organized and developed paragraphs using correct grammar and sentence structure.

ENGL 092L: Reading and Writing Skills Lab

1.0 Unit. 3 lab hrs/wk. Repeat: 1. No prerequisite. Corequisite: ENGL 92.

In this course, students practice and extend the reading, grammar, and writing skills introduced in ENGL 92, receiving personal help with assignments from a professional staff.

ENGL 094: Reasoning and Logic

1.0 Unit. 3 lab hrs/wk. No prerequisite.

This course significantly increases students' verbal and mathematical reasoning skills, and is excellent preparation for courses that meet the CSU critical thinking requirement.

ENGL 095: Advanced Spelling

1.0 Unit. 3 lab hrs/wk. No prerequisite. Advisory: ENGL 71 or 72 or 75th percentile on pretest.

Designed primarily for students in the Court Reporting Program, this course provides the skills to master English spelling at an advanced level. Students build their visual memory, study phonetic and structural patterns, and study frequently misspelled and misused words.

ENGL 096: Advanced Vocabulary

1.0 Unit. 3 lab hrs/wk. No prerequisite. Advisory: ENGL 73 or 74 or 75th percentile on pretest.

Designed primarily for students in the Court Reporting Program, this course presents strategies for building an extensive vocabulary. Topics include the history and etymology of English, dictionary skills, using context clues, word parts, and other word analysis skills.

ENGL 097: Critical Reading

1.0 Unit. 3 lab hrs/wk. No prerequisite. Advisory: ENGL 76 or 75th percentile on pretest.

Designed primarily for students in the Court Reporting Program, this course significantly increases students' reading comprehension and critical thinking abilities. Topics include vocabulary in context, structural analysis of difficult material, inference, and conclusion and judgment skills.

PRECOLLEGIATE LEVEL COURSES – NONTRANSFERABLE

ENGL 098: Introduction to College Reading and Composition I

3.0 Units. 3 lecture and 1 lab hrs/wk. Prerequisite: ENGL 92 or ESL 83 or English Placement Test or equivalent.

Students practice reading, writing, and critical thinking to improve reading comprehension and to develop composing techniques for effective academic writing. This course prepares students for success in college-level reading and writing tasks. Focus is on writing fluently, using effective organizational structures, and developing ideas with support, using the conventions of standard written English. Assignments help students explore the connections among readings, personal experiences, observations, and class discussions. Requires one hour weekly of guided practice in the Writing Center.

ENGL 098A: Grammar and Usage

1.0 Unit. 1 lecture and 0.3325 TBA hrs/wk. Prerequisite: ENGL 92 or ESL 83 or English Placement Test or equivalent.

Students practice reading, writing, and critical thinking to improve reading comprehension and to develop composing techniques for effective academic writing. This self-paced course prepares students for success in college level academic reading and writing. Focus is on writing fluency and familiarity with the conventions of standard

written English. Assignments show the interconnection among readings, personal experience, observation, and class discussion.

ENGL 098B: Sentence Structure and Punctuation

1.0 Unit. 1 lecture and 0.3325 TBA hrs/wk. Prerequisite: ENGL 92 or ESL 83 or English Placement Test or equivalent.

Students practice reading, writing, and critical thinking to improve reading comprehension and to develop composing techniques for effective academic writing. This self-paced course is designed to prepare students for success in college level academic reading and writing. Focus is on writing fluency and familiarity with the conventions of standard written English. Assignments show the interconnection among readings, personal experience, observation, and class discussion.

ENGL 098SL: Introduction to College Reading and Composition I - for Non-Native English Speakers

3.0 Units. 3 lecture and 1 lab hrs/wk. Prerequisite: ESL 83 or ENGL 92 or English Placement Test or equivalent.

This course, for bilingual/non-native English speakers, prepares students for success in college-level reading and writing tasks. Students practice reading, writing, grammar skills and critical thinking to improve reading comprehension and develop skills for effective academic writing. The focus is on writing fluently, using effective organizational structures, and developing ideas with support, using the conventions of standard written English. Assignments help explore connections among readings, personal experience, observation, and class discussion. Requires one hour weekly of guided practice in the Writing Center or the ESL Lab.

ENGL 099: Intensive Grammar Review

0.5 Unit. 1.5 TBA hrs/wk. Repeat: 1. No prerequisite.

This intensive, self-paced course reviews common problems in grammar, punctuation, and usage. It is not intended to be an exhaustive study of the subject, but rather a focused review of such typical mistakes as run-ons, fragments, agreement errors, faulty parallelism, and inappropriate punctuation. This course is designed for students in ENGL 150, 151, and 155, but may be taken by anyone wanting to improve basic grammar skills.

COLLEGE LEVEL COURSES - TRANSFERABLE

ENGL 116: College Reading

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

A course designed to strengthen students' ability to understand and respond to college-level readings in all disciplines. Emphasis is on critically evaluating purpose, support, conclusions, tone, and language. Vocabulary enhancement is included. (CSU)

ENGL 117: Speed Reading

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

In this individualized course, students learn efficient reading techniques that help them double or triple their present reading rate with increased concentration, comprehension, and retention. Reading flexibility is emphasized as students learn to vary their reading rate to suit their purpose. Skimming, scanning, and textbook reading will also be covered. (CSU)

ENGL 120: Introduction to College Reading and Composition II

3.0 Units. 3 lecture and 1 TBA hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent.

Students sharpen their skills in reading, writing, and critical thinking to improve reading comprehension and to develop composing techniques for effective academic writing. This course prepares students for success in college level academic reading and writing, emphasis being placed upon thinking clearly and logically and upon the construction of cogent arguments. Requires one hour weekly of guided practice in the Writing Center. (CSU)

ENGL 120SL: Introduction to College Reading and Composition II - for Non-Native English Speakers

3.0 Units. 3 lecture and 1 TBA hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent.

This course, for non-native English speakers, prepares students for success in college-level academic reading and writing, emphasis being placed upon the construction of cogent arguments. Students sharpen their skills in reading, writing, and critical thinking to improve reading comprehension and to develop composing techniques for effective academic writing. They also review standard usage, appropriate diction, punctuation, grammar, and ways to achieve variety in sentence structure. Assignments show the interconnection among readings, personal experience, observation, and class discussion. Requires one hour weekly of guided practice in the ESL Lab and/or Writing Center Lab. (CSU/UC)

ENGL 130: Critical Thinking

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.

This introductory-level course in the arts of rhetoric and logic sharpens students' abilities to reason clearly. They learn to recognize and analyze common fallacies found in political statements, magazine commentary, news coverage, editorials, advertisements, and classical persuasive works, developing ways to organize ideas and express them rationally, and ways to judge the quality of ideas and the purposes of various examples ranging from propaganda to persuasion to philosophy. (CSU/UC) AA/AS Area E, CSU Area A-3

ENGL 150: Reading and Composition (1A)

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.

This course develops and refines students' writing, reading, and critical thinking abilities. Students read and discuss various works and write expository and argumentative prose, including a research paper. The course emphasizes gathering, evaluating and documenting evidence. During the semester, students are required to write numerous essays for a total of between 8,000-10,000 words. (CSU/UC) AA/AS Area D, CSU Area A-2, IGETC Area 1A

ENGL 151: Reading and Composition (1B)

4.0 Units. 4 lecture hrs/wk. Prerequisite: ENGL 150 or equivalent.

This critical thinking/composition course highlights literary texts as material from which students derive samples to use in critical constructions of their own. Texts include critical and argumentative essays, biographical or historical discussions, belletristic writing, textual analysis, poetry, drama, short stories, and novels. Students

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. A minimum of 8,000 words of writing (including two revisions) is required. (CSU/UC) AA/AS Areas C or E, CSU Area A-3, IGETC Area 1B

ENGL 155: Critical Thinking and Composition

4.0 Units. 4 lecture hrs/wk. Prerequisite: ENGL 150 or equivalent.

This course develops rhetorical, critical, argumentative, and organizational skills in written composition, and heightened perceptivity in analytical reading. Extensive analysis of writing models focuses on deductive, inductive, and inferential reasoning; assumptions and inferences embedded in arguments; informal logical fallacies; divergent world views; and incoherencies and biases in presentation. Student essays are expected to demonstrate a capacity for presenting complex ideas in a clear, coherent, and convincing manner, with particular attention to organization and style. A minimum of 8,000 words of writing is required of each student. (CSU/UC) AA/AS Area E, CSU Area A-3, IGETC Area 1B

ENGL 202: Creative Writing I

3.0 Units. 3 lecture hrs/wk. Repeat: 1. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.

This reading and writing course engages eligible students in both the study and the practice of the craft of fiction, poetry, and drama. (CSU/UC)

ENGL 203: Creative Writing II

3.0 Units. 3 lecture hrs/wk. Repeat: 1. Prerequisite: ENGL 120 or 120SL or equivalent, and ENGL 202.

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 ENGL 202. (CSU/UC)

ENGL 208: Short Fiction

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.

This course examines short stories and novellas as works of literary art. Readings include representative short fiction by mainstream writers and by writers representing different cultural heritages. Lectures provide historical and cultural background helpful in appreciating the literature; class discussions focus on interpretation and on the analysis of traditional literary devices such as plot, character, point of view, setting, style, and theme. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 212: Introduction to Poetry

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.

This course examines poetry as a major literary genre, and introduces the fundamental nature of poetry through an examination of poetic forms, poetic devices (rhyme, meter), imagery, diction, tone, figures of speech, meaning, and idea. The course also addresses the historical and cultural factors that have influenced poetry's stylistic developments. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 214: The Popular Novel

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

This course includes twentieth-century American literature that has been very successful in the marketplace. Some novels, like "The Great Gatsby" and "The Old Man and the Sea", are now considered classics; others are minor, but well-crafted works. Students examine the novel as a literary genre and as a reflection of the dynamics and diversity of American life. In addition to reading the novels, students view films based on the novels, and produce assignments demonstrating their analytical thinking and writing skills. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 218: The American Short Story

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent.

This course introduces the American literary tradition through reading selected short stories and related criticism, which might also be supplemented by viewing video productions of the selected stories. Students analyze and compare short works of fiction for thematic content and express their understanding through written responses, examinations, and classroom discussion. Authors include Ernest Hemingway, William Faulkner, Mark Twain, F. Scott Fitzgerald, and others. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 219: Voices and Visions

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

This course offers a close look at the creative lives of at least thirteen American poets. Beginning with precursors Whitman and Dickinson, the programs cover the entire range of twentieth century verse. While exploring the varieties of poetic inspiration, students gain experience in reading for comprehension and pleasure. Writers include Frost, Eliot, Pound, Moore, Williams, Plath, and others. (CSU/UC) AA/AS Area C, CSU Area C-2

ENGL 220: Detective Fiction

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.

This course traces the development of the genre from classic mysteries to hard-boiled detective stories to police procedurals. Students read representative works by such authors as Poe, Doyle, Christie, Hammett, Chandler, and MacDonald. The course emphasizes the conventions of the form, the elements of fiction, the methods of critical thinking used in solving crimes, and the ethical problems raised in the works under discussion. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 221A: Survey of American Literature I

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent.

Students examine representative American writings, with emphasis shared between the "major" authors and works from America's "other" voices, including Native American, Chicano and Hispanic American, and African-American authors. Lectures, discussions and media presentations will relate the literature to the developing social and philosophical attitudes that characterize American civilization. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 221B: Survey of American Literature II

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent.

Students examine representative American writers from the Civil War to the present, with emphasis shared between the canonized "major" authors and works from Hispanic and African-American authors. Lectures, discussions and media presentations relate the literature to the developing social and philosophical attitudes that characterize American civilization. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 222: Survey of English Literature I

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent.

This survey covers major texts in English literature, from its beginnings in the Anglo-Saxon period, with Beowulf, through the development of modern English in the mid-seventeenth century, with Milton's Paradise Lost. Lectures provide historical and cultural contexts and critical methods for analysis of the texts in class discussions. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 223: Survey of English Literature II

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent.

This survey course in English literature covers important works from the Restoration through the 20th century. Lectures supply the background necessary for appreciation of the works and suggest the wealth of literary material available to the intellectually curious reader or to the student of literature. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 224: Survey of World Literature I

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.

This course surveys representative imaginative literature of the world (excluding English and American literature) from antiquity through the Renaissance. Students examine works from Homer and Sophocles to Cervantes and Rabelais. Students view each work through both an artistic and a cultural lens, in order to see how the narrative mode and lyric and dramatic forms have evolved through the centuries. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 225: Survey of World Literature II

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.

This course surveys representative imaginative literature of the world (excluding English and American literature) from early modern to post modern times. Students examine works ranging from Voltaire and Goethe to Sartre and Kafka. They view each work through both an artistic and a cultural lens, in order to see how the narrative mode and lyric and dramatic forms have evolved through the centuries. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 230: Survey of Shakespeare

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.

This survey examines representative plays from each period in Shakespeare's career, locating the plays in their historical context. Lectures define critical approaches that invite discussion of the dramatic and literary qualities of Shakespeare's work. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 235: Women in Literature

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.

The representation of the character and role of women in Western culture from Greek tragedy through contemporary literature, with a particular emphasis on American literature, is examined through the analysis of selected texts. The primary focus is on women in American literature by both male and female authors, the writing of minority women, and the political and cultural context of literature. (CSU/UC) AA/AS Area C and G, CSU Area C-2, IGETC Area 3B

ENGL 237: The Literature of American Cultures

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent.

This class explores the richness and diversity of American culture by studying the literature of several social and ethnic groups. 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 Area C and G, CSU Area C-2, IGETC Area 3B

ENGL 240: Classic Children's Literature

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.

An inquiry into the basic nature of children's literature: what are its social, philosophical, spiritual, and esthetic values? The course considers techniques and modern critical theories, but focuses on practical criticism for the nonspecialist. Specific works studied are representative of several genres, cultures, and periods of children's literature. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 242: Global Writings

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent. Can be taken as ENGL 242 or HUM 242; credit awarded for only one course.

The cultural diversity and complex 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, ethnic conflict and division, immigration and migrancy, and processes of globalization. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGLISH AS A SECOND LANGUAGE (ESL)

This program, administered by the College Skills department, consists of credit and noncredit courses, and is recommended for nonnative speakers of English. It offers students the opportunity to develop and practice basic English grammar, writing, and reading skills. Both credit and noncredit courses are designed to help students improve communication by developing their listening and speaking skills. Noncredit courses are offered from beginning to intermediate levels. Credit courses are offered from intermediate to advanced levels.

Please see College Skills category for department information.

Faculty (Noncredit)
Harriet Eskildsen, Cheo Massion, Sara McKinnon, Patricia Seery

Faculty (Credit)
Rebecca Beal, Barbara Bonander, Beth Patel, Wendy L. Walsh, Blaze Woodlief

Department Phone: (415) 485-9644

Placement Testing
College of Marin offers an English as a Second Language placement testing service to provide prospective students with information with which to make informed decisions when enrolling in ESL courses. Students are provided with their test scores. Students registering for ESL courses who need help interpreting their individual placement test scores, and/or deciding whether to register for or remain in an ESL course, can seek assistance from a counselor or their instructor.

For information about the ESL Placement Test, students can call the Testing Office at (415) 485-9469 (located in the Student Services building, Room 18, Kentfield Campus).

ENGLISH AS A SECOND LANGUAGE NONCREDIT COURSES (ESLN; ESLV)

ESLN 010: Beginning ESL

0.0 Unit. Advisory: ESL Placement Test.

This course will introduce beginning English learners to basic everyday English vocabulary, expressions and instructions to describe everyday actions, needs and abilities. Emphasis will be placed on aural comprehension and basic survival skills.

ESLN 010A: Beginning ESL A

0.0 Unit. Advisory: ESL Placement Test.

This course will introduce beginning English learners to basic everyday English vocabulary, expressions and instructions to describe everyday actions, needs and abilities. Emphasis will be placed on aural comprehension and basic survival skills.

ESLN 010B: Beginning ESL B

0.0 Unit. Advisory: ESL Placement Test.

This course is for beginning English learners who know some basic English vocabulary. The course will introduce students to everyday English vocabulary, expressions and instructions to describe everyday actions, needs and abilities.

ESLN 010C: Beginning ESL C

0.0 Unit. Advisory: ESL Placement Test.

This course will introduce beginning English learners to basic everyday English vocabulary, expressions and structures to describe everyday actions, needs and abilities. Emphasis will be on developing confidence and understanding simple written and spoken instructions and stories.

ESLN 020: High Beginning ESL A

0.0 Unit. Repeat: 99. 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.

This course is designed for students who are presently working in the hotel and restaurant fields or those who are seeking positions in these fields. The class emphasizes and demonstrates the specific English language skills required for success in these industries. The course teaches language suitable for real-world hospitality situations and includes guest instructors from the hospitality field. The class is most suitable for students at the intermediate and higher levels.

ESLV 002: ESL for Housekeepers and Custodians

0.0 Unit.

This course is designed for students who are presently working as housekeepers or janitors in private homes, hotels, or buildings, or those who are seeking positions in those fields. The class will emphasize and demonstrate the specific English language skills required for success and advancement in those fields. The course will teach language suitable for real-world housekeeping situations and will include actual hands-on experiences with cleaning situations. The class is most suitable for students at the high beginning (ESLN 20) and higher levels.

ESLV 003: Communication Skills for Healthcare Workers

0.0 Unit.

This course is designed for healthcare workers and others interested in healthcare fields. The focus will be on the language skills necessary to function in a medical/dental environment. Emphasis is on social and cultural skills for successful interaction with patients and co-workers.

ESLV 004: English for Childcare A

0.0 Unit. Advisory: ESLN 20, 25, or 30.

This class is for high beginning English language learners who as parents, babysitters, and childcare workers need to be able to communicate with young children, co-workers, and parents. Students develop vocabulary and grammar needed for communication in basic care-giving activities. They improve reading and pronunciation skills through childrens' books, games, and songs.

ESLV 005: English for Childcare B

0.0 Unit. Advisory: ESLN 35 or above.

This class is for intermediate English language learners who as parents, babysitters, and childcare workers need to be able to communicate with young children to help them set limits, solve problems, and give, ask for, and clarify information or instructions from co-workers and parents. Students develop vocabulary and grammar needed for communication in basic care-giving activities. They improve reading and pronunciation skills through children's books, games, and songs. Health and safety issues are covered.

ESLV 006: ESL-ECE Bridge Class A

0.0 Unit. Advisory: ESL levels 40-60.

This course is designed to prepare students interested in the Early Childhood Education program for classes which are only offered in English. Note: the course is intended as a supplement, not a replacement, to the regular credit ESL program. Students learn to observe and describe child behavior orally and in writing using early childhood development vocabulary, practice finding main ideas and support in selections from related textbooks, and develop communication skills and good study habits.

ESLV 007: ESL-ECE Bridge Class B

0.0 Unit. Advisory: ESL levels 50-70.

This is the second-level course designed to prepare students interested in the Early Childhood Education Program for classes which are only offered in English. Note: It is intended as a supplement (not a replacement) to the regular credit ESL program. Students improve their pronunciation and use of ECE vocabulary to describe child interaction, supervision and guidance strategies orally and in writing. Students discuss and practice different types of written assignments and read unadapted passages from ECE textbooks.

ESLV 008: ESL for Gardeners

0.0 Unit. Advisory: ESLN 20.

This course is for low intermediate to intermediate ESL students working or planning to work in gardening or landscaping. Students learn language and cultural expectations necessary to communicate in English with employers, customers, co-workers and emergency medical care providers. The course includes work on accent correction.

ENGLISH AS A SECOND LANGUAGE CREDIT COURSES (ESL)

ESL 040L: Low Intermediate ESL Skills Lab

0.5-1 Unit. 1.5 lab hrs/wk. Repeat: 3. No prerequisite. One and one-half laboratory hours weekly for one half student unit, and three laboratory hours weekly for one student unit.

ESL students improve their English in this interactive computer-based multimedia course. This lab offers low intermediate students the opportunity to practice their listening, pronunciation, speaking, vocabulary, and grammar skills in a self-paced laboratory environment. American culture and ESL life skills are included.

ESL 053: Intermediate ESL: Writing and Grammar

4.0 Units. 4 lecture and 1 lab hrs/wk. No prerequisite. Advisory: ESL Placement Test.

This course introduces the conventions of standard written English to intermediate ESL students and reviews basic grammar structures. Emphasis is placed on sentence structure and the correct use of tenses.

ESL 054: Intermediate ESL: Grammar

3.0 Units. 3 lecture and 1 TBA hrs/wk. No prerequisite. Advisory: ESL Placement Test.

This course reviews basic grammar structures for intermediate ESL students, with emphasis on the verb tenses.

ESL 056: Intermediate ESL: Words I (Vocabulary, Spelling, Reading, and Discussion)

4.0 Units. 4 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test.

This course improves the reading comprehension and vocabulary usage of non-native speakers of English. This course includes reading skills, study skills, short stories and the reading of short novels.

ESL 058A: Pronunciation for Non-Native English Speakers I

2.0 Units. 2 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test.

This course provides ESL students the opportunity to improve their pronunciation of standard American English. Students practice the sound system and the rhythm of the language to become more intelligible and to gain understanding of spoken English.

ESL 058B: Pronunciation for Non-Native English Speakers II

2.0 Units. 2 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test.

This course provides ESL students the opportunity to improve their pronunciation of standard American English. Students practice stress and intonation patterns, linking, assimilation, and prominence to become more intelligible and to gain understanding of spoken English.

ESL 059: Review of Intermediate ESL

3.0 Units. 3.375 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test.

This review course is designed for ESL students who have completed or are in the process of completing the ESL 50 or 60 level, or for ESL students who, through the ESL Placement Test, have qualified for the ESL 60 level.

ESL 060: Intermediate ESL: Listening and Speaking

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test or completion of ESL 40L.

An intermediate course in listening and speaking communication skills recommended for students enrolled in ESL 50-level or 60-level courses. Students are introduced to formal and informal speaking and listening skills to provide a bridge to educational and career opportunities.

ESL 063: High Intermediate ESL: Writing and Grammar

4.0 Units. 4 lecture and 1 TBA hrs/wk. No prerequisite. Advisory: ESL Placement Test or completion of all 50-level ESL courses.

This course is suitable for the high intermediate student with a good foundation in English grammar and writing. The class emphasizes grammatical accuracy and writing a logical sequence of sentences in organized paragraphs. Requires one hour weekly to be arranged in the ESL Lab.

ESL 064: High Intermediate ESL: Grammar

3.0 Units. 3 lecture and 1 TBA hrs/wk. No prerequisite. Advisory: ESL Placement Test or completion of all ESL 50-level courses.

This grammar course is designed to improve the language skills of high intermediate ESL students. Requires one hour weekly to be arranged in the ESL Lab.

ESL 066: High Intermediate ESL: Words II (Vocabulary/ Spelling/Reading/Discussion)

4.0 Units. 4 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test or completion of all 50-level ESL courses.

This course provides high intermediate ESL students with practice reading stories, short novels, newspapers and other non-fiction materials. Students are introduced to academic reading and study skills, and learn to use the resources available at the COM Library.

ESL 068: American Topics

2.0 Units. 2 lecture hrs/wk. Repeat: 3. No prerequisite.

This course helps students understand important American topics, past and present, through lectures, reading, and discussion. Examples of topics include the education system, the American Dream, and drugs and drug treatment.

ESL 072: Practical Writing and Reading Skills for Intermediate to Advanced ESL Students

4.0 Units. 4 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test or completion of ESL 60-level courses.

This course helps ESL students improve their reading and writing skills in their daily and working lives. Coursework includes infor-

mation gathering, exposure to business language and idioms, and consumer information.

ESL 073: Low Advanced ESL: Writing and Grammar

4.0 Units. 4 lecture and 1 TBA hrs/wk. No prerequisite. Advisory: ESL Placement Test or completion of all ESL 60-level courses.

In this course, low advanced ESL students review paragraph writing and are introduced to the essay. Intermediate and advanced grammar structures and punctuation are reviewed.

ESL 074: Low Advanced ESL: Grammar

3.0 Units. 3 lecture and 1 TBA hrs/wk. No prerequisite. Advisory: ESL Placement Test or completion of all 60-level ESL courses.

This course is designed for low advanced ESL students who need to refine their understanding of grammar.

ESL 076: Low Advanced ESL: Words III (Vocabulary/ Spelling/Reading/Discussion)

4.0 Units. 4 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test or completion of all ESL 60-level courses.

This course improves the reading comprehension and academic vocabulary of low advanced non-native speakers of English. This course includes reading skills, study skills, novel reading, and library research projects.

ESL 078: ESL For CIS 101

1.0 Unit. 1 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test.

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. 3.375 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test.

This review course is designed for ESL students at the low advanced level, who have completed or are in the process of completing the ESL 70 or 80 level, or for ESL students who, through the ESL Placement Test, have qualified for the ESL 80 level.

ESL 080: Advanced ESL: Listening and Speaking for Social, Academic and Workplace Situations

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test or completion of all ESL 70-level courses.

This course in listening and speaking skills is recommended for low-advanced to advanced ESL students. It helps students improve the listening and speaking skills necessary to participate in college, workplace and everyday life situations. Students practice listening and note taking skills and conduct interviews, give presentations and lead discussion sessions.

ESL 083: Advanced ESL: Writing and Grammar

4.0 Units. 4 lecture and 1 TBA hrs/wk. No prerequisite. Advisory: ESL Placement Test and completion of all 70-level ESL courses.

This ESL course is suitable for the advanced student with a strong foundation in English grammar and writing. The course is designed to review and build upon grammar and writing skills, enabling the student to function in academic courses.

ESL 084: Advanced ESL: Grammar

3.0 Units. 3 lecture and 1 TBA hrs/wk. No prerequisite. Advisory: ESL Placement Test and completion of all 70-level ESL courses.

This course is designed for advanced ESL students who need to refine their understanding of grammar for academic writing.

ESL 084AV: Advanced ESL: Grammar

3.0 Units. 3 lecture and 1 lab hrs/wk. No prerequisite. Advisory: ESL Placement Test and completion of all 70-level ESL courses.

This course is designed for advanced ESL students who need to refine their understanding of grammar for academic writing.

ESL 086: Advanced ESL: Vocabulary and Reading Skills

4.0 Units. 4 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test or completion of all 70-level ESL courses.

This course is designed to help advanced ESL students improve reading comprehension and develop academic vocabulary. It also improves study skills for more effective reading of textbooks and other material, including short fiction.

ESL 087A: Advanced ESL: Academic Listening and Speaking

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test and completion of all 70-level ESL courses.

This course in listening and speaking is recommended for advanced English learners. It helps students improve their listening and speaking with skills necessary for academic success.

ESL 088A: Introduction to Editing for ESL Students

1.0 Unit. 0.975 lecture hrs/wk. No prerequisite. Advisory: Concurrent enrollment in ESL 83 or other composition courses.

This course is designed for ESL students enrolled in advanced writing courses. Students learn to identify and correct errors in syntax, logic and structure in their own writings at the final draft stage. Areas of concentration include common errors in tenses, sentence structure and punctuation.

ESL 088B: Advanced Editing for ESL Students

1.0 Unit. 0.975 lecture hrs/wk. No prerequisite. Advisory: Concurrent enrollment in ESL 083 or other composition courses.

This course is designed for ESL students enrolled in advanced writing courses. Students learn to identify and correct errors in syntax, logic and structure in their own writings at the final draft stage. Areas of concentration include common errors in shifting tenses, punctuation, complex sentences, and use of the passive voice.

ENVIRONMENTAL LANDSCAPING

Environmental landscaping is more than making the world around us a beautiful place. It's about creating environments that function practically and in harmony with nature. It's growing plants, establishing organic farms, designing spaces, and installing landscapes. The courses are designed to meet the needs of both the home or professional landscaper, farmer, or gardener. The field is appealing to those wanting to work in outdoor occupations, as well as those who like to work with high-tech equipment. This curriculum is designed so that graduates, depending on their interest, abilities, and achievement, may qualify for employment in a wide variety of careers.

Career Options
Arboriculture (Tree Care), Commercial Landscape Management, Environmental Planning, Interiorscape Design and Maintenance, Landscape Design and Installation, Landscape Irrigation, Organic Farming, Park Supervising, Residential and Estate Maintenance

Faculty
Fernando Agudelo-Silva
Department Phone: (415) 457-8811, Ext. 8200

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

A.S. IN ENVIRONMENTAL LANDSCAPING: LANDSCAPING, ORGANIC FARMING AND GARDENING

(Certificate of Achievement also awarded)

This curriculum is designed so that graduates, depending on their interests, abilities, and achievement, may qualify for employment in a wide variety of careers.

The Associate in Science degree is awarded for completion of all requirements in the core program and completion of general education and graduation requirements. Students who complete only the required courses for the major will receive a Certificate of Achievement.

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
TOTAL CORE UNITS			**18**

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	Landcape Ecology	1.5
ELND	140	Introductory Principles of Sustainable Landscape Design	3
ELND	160	Soils: Ecology and Management	3
TOTAL CERTIFICATE UNITS			**18**

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
TOTAL CERTIFICATE UNITS			**18**

ENVIRONMENTAL LANDSCAPING COURSES (ELND)

ELND 101: Introductory Principles for Sustainable Landscapes, Farms and Gardens

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

An introductory foundation in the practices of sustainable landscaping, farming, and gardening, this course is important for anyone interested in using agricultural resources in an ecologically sound way. It covers key concepts for the development and installation of farms, gardens, or landscapes according to principles of ecological sustainability, and includes concepts such as site analysis, plant selection, soils, and economic and social considerations. (CSU)

ELND 109F: Principles and Practices of Organic Farming and Gardening - Fall

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

Academic study and hands-on training in the basic skills and procedures of organic farming and gardening. Topics include applied soil science, management of long-term soil fertility, establishment of greenhouse systems and applicable methods of plant propagation, a review of basic botany for gardeners, site analysis, and Fall plant selection. (CSU)

ELND 109S: Principles and Practices of Organic Farming and Gardening - Spring

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

Academic study and hands-on training in the basic skills and procedures of organic farming and gardening. Topics include applied soil science, managing long-term soil fertility, establishment of greenhouse systems and applicable methods of plant propagation, a review of basic botany for gardeners, site analysis, and Spring plant selection. (CSU)

ELND 115F: Plant Identification, Selection and Propagation - Fall

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

This course focuses on plants adapted to our climate to create appropriate, sustainable gardens and landscapes. It includes discussions of specific plants, walks in varied landscapes, field trips to local botanical gardens, and demonstrations of seasonal selection of planting materials. (CSU)

ELND 115S: Plant Identification, Selection and Propagation - Spring

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

This introductory course familiarizes students with appropriate plants for Bay Area gardens and landscapes. It features live specimens, in-depth lectures, and field trips. Each plant is discussed with details of name, origin, habitat, growth pattern, size, cultural requirements, methods of propagation, and botanical descriptions. (CSU)

ELND 120A: Landscape Ecology

1.5 Units. 1.5 lecture hrs/wk. Repeat: 1. No prerequisite.

This class, essential for anyone interested in ecologically sound gardening and landscaping, covers evolution of ecological concepts, structure and function of plant ecosystems, factors that regulate plant communities, the effects of climate on plant communities, and their relevance for gardening and landscaping. This short class is the first half of a two-class sequence on plant ecology. (CSU)

ELND 120B: Landscape Ecology

1.5 Units. 1.5 lecture hrs/wk. Repeat: 1. No prerequisite.

This class, essential for anyone interested in ecologically sound gardening and landscaping, covers ecological interactions that regulate plant communities such as biogeochemical cycles, predation, parasitism, disease, competitions, and their relevance for gardening, landscaping and ecological studies. This short class is the second half of a two-class sequence on plant ecology. (CSU)

ELND 140: Introductory Principles of Sustainable Landscape Design

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

This course covers trends and principles of landscape design, landscape drawing, basic site analysis, plant traits, and sustainability considerations. (CSU)

ELND 150: Integrated Pest Management in Landscapes, Farms and Gardens

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

This course covers principles of Integrated Pest Management (IPM), applied to manage a wide variety of life forms including insects, mites, microbes, and unwanted vegetation in landscapes, farms, and gardens. It includes arthropod, microbe and unwanted plant identification, and strategies, tools, and techniques to reduce their impact on plants. The course addresses cultural, biological, and chemical management methods. (CSU)

ELND 160: Soils: Ecology and Management

3.0 Units. 2.5 lecture and 1.5 lab hrs/wk. No prerequisite. Can be taken as BIOL 160 or ELND 160; credit awarded for only one course.

This class explores how soil forms and develops, its physical and biological components, and their interrelationships. Topics include a historical review of soil/human interactions, soil formation from parent material, classification, physical properties such as texture and structure, life forms found in the soil and their interrelationships, relationships between soil properties and soil's ability to support plant growth, and approaches to use soil in a sustainable manner. (CSU/UC) CSU Area B-1, IGETC Area 5A

ELND 170: Landscape, Farm and Garden Construction

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

This course surveys materials and techniques used in the construction of landscapes, farms, and gardens. Topics include irrigation, drainage, and soil amendments. Students learn to read and interpret plans and specifications, as well as elementary surveying and grade interpretation. The course also provides information necessary for the California Landscape Contractors examination. (CSU)

ELND 180: Landscape, Farm and Garden Estimating and Management

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: ELND 170.

A study of business practices related to the construction of landscapes, farms, and gardens. Includes publications for new jobs, site evaluation, landscape plans (design), and specifications. Topics include office and business practices for the landscape contracting industry, bid document breakdowns, price comparison, capital expenditures, preparation of bid documents, subcontracting, certificates of insurance, lien notices, and as-built drawings. (CSU)

ELND 190: Irrigation of Landscapes, Farms and Gardens

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

This class covers topics essential to providing water, in an ecologically sensitive manner, to plants in farms, gardens, and landscapes. Concepts include soil/water/plant/weather relationships, basic hydraulics, site information, irrigation requirements, and the design and installation of diverse types of irrigation systems. (CSU)

ELND 201: Special Topics in Landscape Design

3.0 Units. 2 lecture and 3 lab hrs/wk. Repeat: 1. No prerequisite. Advisory: A drafting course or an introductory course in landscape design.

This class explores current and specialized landscape design. Topics include current design trends in light of ecological, social, economic and technology circumstances. (CSU)

ELND 202: Specialized Landscape Construction Projects

3.0 Units. 2 lecture and 3 lab hrs/wk. Repeat: 1. No prerequisite.

This class explores specialized aspects of landscape materials and construction. Topics include tools, techniques, materials (such as wood, stone, brick, tile and concrete), and processes necessary to build a wide variety of structures in landscapes. Students participate in class projects to build diverse structures utilized in gardens and landscapes. (CSU)

ENVIRONMENTAL SCIENCE

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

ENVIRONMENTAL SCIENCE COURSES (ENVS)

ENVS 142: Environmental Policy and Decision-Making

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as ENVS 142, BIOL 142, or GEOL 142; credit awarded for only one course.

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

ENVS 143: Stewardship of Marin Parks and Open Spaces

4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite. May be taken as ENVS 143 or BIOL 143; credit awarded for only one course.

Besides making Marin a desirable place in which to live and travel, its nonurbanized park and open space areas carry with them a great responsibility: preservation and enhancement of their best qualities for present and future generations. Fulfilling this responsibility involves a diverse mix of philosophical, legislative, biological, sociological and logistical challenges. The course includes essential background material, interviews with current management personnel, and field visits to parkland and open space areas of special interest. (CSU)

ENVS 147: Food, People, Health and the Environment

4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite. May be taken as ENVS 147 or BIOL 147; credit awarded for only one course.

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

ENVS 148: Marin County Agriculture

4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite. May be taken as ENVS 148 or BIOL 148; credit awarded for only one course.

This course focuses on one of Marin County's most significant human activities in terms of use of land and other natural resources, preservation of a valuable way of life, generation of economic benefits and formation of the unique character of the local environment. It offers a general agricultural overview; historical background and explanation of important biological, social and economic processes; and insights provided by current Marin County agricultural systems including beef and dairy, poultry, shellfish, flowers, fruits and vegetables, from planning and production through marketing and consumption. Includes field trips to notable local farms. (CSU)

ENVS 150: Environmental Science Seminar and Fieldwork

3.0 Units. 1 lecture and 6 lab hrs/wk. Repeat: 1. Prerequisite: BIOL 138 or GEOL 138. May be taken as ENVS 150 or BIOL 150; credit awarded for only one course.

This overview of the career options in environmental science introduces potential employers in the field and provides firsthand experience of working to solve environmental problems. After receiving general career information, students work with community agencies or organizations according to procedures established by mutual agreement. Students meet in class on campus for initial orientation, to discuss progress during the semester, and to present results of their experiences at the end. (CSU)

ETHNIC STUDIES

The Ethnic Studies course offerings are intended for those who desire a deeper understanding of American minority peoples and their communities. Students will receive a unique, interdisciplinary educational experience with courses emphasizing the historical and philosophical impact of the cultures of African American, Hispanic American, Asian American, and American Indian peoples, and their contributions to the culture of the United States.

Career Options
Art Historian, Biographer, Curriculum Developer, Education Administrator, Environmental Studies, Global Studies, Historian, International Affairs, Journalist, Librarian, Market Research Analyst, News Analyst, Research Specialist, Teacher, Writer

Faculty
Walter B. Turner
Department Phone: (415) 485-9630

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

ETHNIC STUDIES COURSES (ETST)

ETST 110: Introduction to Ethnic Studies

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

A survey course designed to promote academic and professional knowledge of, and sensitivity to, historical and cultural developments important to understanding ethnic groups and their experiences in the United States. Students examine the specific historical and contemporary legacies of race, class, prejudice, diversity, and immigration. The course introduces topics such as multiculturalism, ethnocentrism, cultural relativism, and migration. (CSU/UC) AA/AS Area B & G, CSU Area D-3, IGETC Area 4C

ETST 111: History of African Americans (A)

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: ENGL 120. Please note: ETST 111 is not a prerequisite for ETST 112.

A historical survey of the African/African American experience from developments on the African continent to the beginning of the twentieth century in American history. The course explores Nile Valley cultures, the influences of trade and Islam, European-African interactions, Caribbean and South American developments, slavery in North America, the Civil War, Reconstruction, and the growth of a distinctive African American culture. (CSU/UC) AA/AS Areas B or F & 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. 3 lecture hrs/wk. No prerequisite. Advisory: ENGL 120. Please note: ETST 111 is not a prerequisite for ETST 112.

This historical survey of the African American experience in the United States from the American Revolution to the twenty-first century focuses on the history, social movements, and political aspirations of African Americans in the context of American history. Emphasizes the African Diaspora, Black Nationalism, the development of independent 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. 3 lecture hrs/wk. No prerequisite.

This historical survey of the Latino/Latina experience in North America from pre-Columbian experiences through the contemporary era focuses on the development of a distinctive Latino culture and its political, social, and economic manifestations in the context of American history. (CSU/UC) AA/AS Areas B or F & 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. 3 lecture hrs/wk. No prerequisite. Advisory: Eligibility for ENGL 150. Can be taken as ECON 125, ETST 125, HIST 125, POLS 125, or SSC 125; credit awarded for only one course.

This course focuses on the elements of critical thinking and methods of research in the social sciences and develops skills required to organize such thought and research into effective, college level presentations. Students are encouraged to select areas of research from other courses taken during the semester or from areas of special interest including politics, history, economics, education, women's studies, ethnic studies, current issues, and issues of community concern. (CSU/UC)

ETST 128: Art Field Trips

1-4 Units. 0.75 lecture and 0.75 lab hrs/wk. Repeat: 3. No prerequisite. Can be taken as Art 128, ETST 128, or HUM 128; credit awarded for only one course.

A complement to art history and studio art courses, this course allows students to experience the art and architecture of sites like New York, Mexico City, and Rome first-hand. Pre-trip lectures set up background for an intensive field trip(s) that may include visits to museums, galleries, libraries, artists' studios, and to architectural and archeological sites where lecture, discussion, and personal exploration take place. May be used to bring students to a major media-specific conference. (CSU)

ETST 151: Native American History

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

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. 3 lecture hrs/wk. No prerequisite.

This course surveys Native American literature and culture, focusing on the work of selected Native American authors, both poets and fiction writers, and emphasizing the regional and cultural diversity of Native American cultures and the social issues they face. The course also develops students' creative writing skills and 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. 3 lecture hrs/wk. No prerequisite.

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

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
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A.A. IN COMMUNICATION, FILMMAKING OPTION

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
Six additional units to be selected from the following:			
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
TOTAL UNITS			**19**

A.A. IN COMMUNICATION, SCREENWRITING OPTION

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
Three additional units to be selected from the following:			
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			4
* May be taken four times for credit.			
TOTAL UNITS			**24**

FILM/VIDEO COURSES (COMM)

COMM 108: Film Studies/Selected Topics

1.0 Unit. 1 TBA hrs/wk. Repeat: 3. 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 may include such topics as: 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. COMM 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. 4 lecture hrs/wk. No prerequisite. Can be taken as COMM 109A or HUM 109A; credit awarded for only one course.

A chronological survey of narrative film as art, business, technology, and politics from the beginning of the movies in the 1890s to post World War II. Periods and movements covered include the Silent Era, German Expressionism, Soviet Avant Garde and editing of the 1920s, French classicism, American Studio Period and sound, and 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. 4 lecture hrs/wk. No prerequisite. Can be taken as COMM 109B or HUM 109B; credit awarded for only one course.

A chronological survey of narrative film as art, business, technology, and politics from 1950 to the present. Periods and movements covered 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 140: Film Direction

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

The theory, process, and practical application of directing narrative, documentary, commercial, promotional, and training motion-picture projects. The class focuses on how the director functions in the process of casting, script breakdown, scene blocking, development, interpretation of script/content, and crew functions. (CSU)

COMM 145: Developing Ideas for Film, Multimedia and Video Projects

2.0 Units. 2 lecture hrs/wk. No prerequisite.

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. 1 lecture hrs/wk. No prerequisite. Other limitations: Basic English Skills.

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 Film and Video Production

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

Students in this course learn motion-picture theories and processes, and use digital video, motion-picture film and computers to develop basic motion-picture imaging and visual communication skills. (CSU/UC)

COMM 151: Video Production: Shooting on Location

3.0 Units. 2.5 lecture and 1.5 lab hrs/wk. No prerequisite.

This hands-on class 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. 3 lecture hrs/wk. No prerequisite.

This course teaches the basics of dramatic writing, emphasizing the three-act structure of the feature film screenplay and plot logic. Students learn to write to create sympathy for characters, using interesting dramatic and comedic conflict, and developing a believable transformational arc for the characters. Students analyze feature films and screenplays for structure, pacing, and characterization, complete a treatment or outline for a feature film, and practice writing scenes in the correct format. (CSU)

COMM 162: Advanced Film and Television Writing

3.0 Units. 3 lecture hrs/wk. Repeat: 3. Prerequisite: COMM 161.

In this workshop-seminar course, students present original works-in-progress for rewrite suggestions. Lessons in issues of subtext, dialogue, plot motivation, development of characters' psychological needs, and plot tightening for pacing are given. (CSU)

COMM 163: Screenplay Projects

3.0 Units. 3 lecture hrs/wk. Repeat: 3. Prerequisite: COMM 162.

In this workshop-seminar course, students present original works in progress for rewrite suggestions. (CSU)

COMM 166: Writing Short Film and Television Productions

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

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. 2.5 lecture and 3 lab hrs/wk. Prerequisite: COMM 150.

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. (CSU)

COMM 175: Nonlinear Editing for Film and Video

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

This course provides basic instruction in the theory and practical application of nonlinear editing for film and video using nonlinear workstations such as Avid and Final Cut Pro. The emphasis is on developing skills through hands-on work and practice. (CSU)

COMM 176: Advanced Avid Nonlinear Editing

1.0 Unit. 1 lecture hrs/wk. Repeat: 1. Prerequisite: COMM 175.

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. (CSU)

COMM 177: Protools Nonlinear Audio Editing

3.0 Units. 2 lecture and 3 lab hrs/wk. Repeat: 1. No prerequisite. Advisory: Basic computer skills.

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. (CSU)

COMM 181: Film and Video Audio Recording Workshop

1.0 Unit. 1 lecture hrs/wk. Repeat: 1. No prerequisite.

This workshop develops 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. (CSU)

COMM 182: Sync-Sound Production Workshop

1.0 Unit. 1 lecture hrs/wk. Repeat: 1. Prerequisite: COMM 150.

This workshop teaches 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. (CSU)

COMM 183: Microphone Use and Technique for Film and Video

2.0 Units. 2 lecture hrs/wk. No prerequisite. Other limitations: Basic English Skills.

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 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. 3 lecture hrs/wk. Repeat: 3. Prerequisites: COMM 140, 150, 166, and 170.

This advanced level seminar allows students to work on their second-year film projects. It includes a critical and analytical evaluation of students' films, working as crew on other advanced students' projects, and completing postproduction work. (CSU)

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 112: Emergency Medical Technician I

6.0 Units. 5 lecture, 3 lab and 0.875 TBA hrs/wk. Prerequisite: First Aid for Public Safety Personnel or equivalent and CPR for Health Care Providers. Previous EMT-1, EMT-2, EMT-P accepted. Plus 4 testing hours to be arranged.

This course provides instruction in the skills and knowledge required for the Emergency Medical Technician (EMT-1) scope of practice. Supervised clinical experience with emergency ambulance providers and/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/firetech/.

FIRE 120A: Emergency Medical Technician-1 Refresher A

1.5 Units. 1.5 lecture and 0.5 lab hrs/wk. Repeat: 3. Prerequisite: Current EMT-1 Certification.

This course, required for recertification of EMT-1 personnel, provides didactic and skills instruction, updating students in all areas of emergency room prehospital care as contained in the EMT-1 scope of practice. (CSU)

FIRE 120B: Emergency Medical Technician-1 Refresher B

3.0 Units. 3 lecture and 1 lab hrs/wk. Repeat: 3. Prerequisite: Current EMT-1 Certification. Plus 4 testing hours to be arranged.

This course, required for recertification of EMT-1 personnel, provides didactic and skills instruction, updating students in all areas of emergency room prehospital care as contained in the EMT-1 scope of practice. (CSU)

FIRE 215: Advanced First Aid/First Responder

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

This first responder course teaches the basics of good patient care and the skills needed to deliver appropriate care to the victim of an accident or a sudden illness until more highly trained emergency personnel arrive. Upon successful completion of the course, certificates are awarded for the First Responder and CPR for the Professional Rescuer. This course is a prerequisite for the Emergency Medical Technician Program. (CSU/UC)

FIRE 255: Wildland Fire Fighting

1.5 Units. 1 lecture and 1.5 lab hrs/wk. Repeat: 3. No prerequisite.

A basic course designed to give the student a fundamental understanding of wildland fire behavior, safety equipment, dozer safety, construction of handlines, and fire control. (CSU)

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.

Faculty
Nadia Sanko
Department Phone: (415) 485-9348

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

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

A.A. IN FRENCH

Students may take classes at either campus to fulfill requirements for the major.

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
TOTAL UNITS			**MINIMUM OF 16**

FRENCH COURSES (FREN)

FREN 101: Elementary French I

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

A beginning course offering study and practice in speaking, understanding, reading, and writing French, along with an exploration of cultural aspects of the French-speaking world. The three-hour weekly laboratory requirement enhances the student's verbal and comprehension skills through the use of audiovisual materials. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 6: UC Language other than English

FREN 102: Elementary French II

5.0 Units. 4 lecture and 3 lab hrs/wk. Prerequisite: FREN 101.

Further emphasis is placed on the structure of the language, verbal communication, and understanding of French culture. Continued use of the language laboratory for further mastery. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

FREN 108A: French Culture and Literature Go to the Cinema

3.0 Units. 3 lecture hrs/wk. Prerequisite: FREN 101 or equivalent.

This course introduces students to films inspired by classic, significant, and, in many instances, famous literary pieces, emphasizing connections between the novels/stories and their artistic expression in film. This course examines trends in French literature and film, and establishes connections between literature, film, and socio-cultural and political changes in French-speaking countries. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

FREN 108B: French Culture and Literature Go to the Cinema

3.0 Units. 3 lecture hrs/wk. Prerequisite: FREN 101 or equivalent.

This course introduces students to films inspired by twentieth-century cultural developments in French society. The course examines trends in French literature, and establishes connections between socio-cultural and political changes in French-speaking countries and their artistic expression in literature and film. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

FREN 110: Conversational French I

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

Use of modern colloquial French in conversation with elementary grammar. Designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar. Oral practice in speaking, understanding, and correct pronunciation of French, using audiovisual materials depicting everyday situations. (CSU)

FREN 112: Conversational French II

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: FREN 110.

Continued use of modern colloquial French in conversation with elementary grammar. Designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar. Continued oral practice in speaking, understanding, and correct pronunciation of French, using audiovisual materials depicting everyday situations. (CSU)

FREN 114: Conversational French III

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: FREN 112.

Continued use of modern colloquial French in conversation with elementary grammar. Designed for students 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 203: Intermediate French III

5.0 Units. 4 lecture and 3 lab hrs/wk. Prerequisite: FREN 102. Advisory: Concurrent enrollment in FREN 114.

Review and expansion of grammatical concepts with continued emphasis on verbal communication. Introduction to literary and journalistic readings for vocabulary and idiom expansion as well as cultural enrichment. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

FREN 204: Intermediate French IV

4.0 Units. 4 lecture hrs/wk. Prerequisite: FREN 203.

A further study of the French language with a review of the grammar and extensive readings from the literature and press with emphasis on verbal communication. An exploration of the use of French and the impact of French culture outside of France. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

FREN 225: Advanced French I

3.0 Units. 3 lecture hrs/wk. Prerequisite: FREN 204.

This course aims to expand the student's knowledge of the French language and civilization through the study of grammar, literature, and the French press, with particular emphasis on present-day France. Additional emphasis is placed on an advanced level of verbal communication. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

FREN 226: Advanced French II

3.0 Units. 3 lecture hrs/wk. Prerequisite: FREN 225.

Advanced French language and civilization through the study of grammar, literature, and the French press, with particular emphasis on present-day France. Advanced-level practice of verbal communication in French. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

GEOGRAPHY

There is a wide diversity of careers that geography offers. Possible avenues for specialization include business, government, teaching, cartography, conservation, land use, photogrammetry, climatology, soil and agriculture, urban and regional planning, resource evaluation, industrial location sites, and marketing research.

Career Options

Cartographer, City Planner, Computer Mapper, Geographic Analyst, International Economist, Land Officer, Location Analyst, Map Curator, Market Researcher, News and Travel Magazine Editor, Soil Conservationist, Teacher, Transportation Planner

Faculty
Dayna Quick
Department Phone: (415) 485-9510

Transfer

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

GEOGRAPHY COURSES (GEOG)

GEOG 101: The Physical Environment

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

Description, explanation and world distribution of the natural phenomena that constitute man's physical environment. The phenomena surveyed include earth-sun relationships, weather, climate, soils, and landforms. Principles of map construction and interpretation are also studied. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

GEOG 101L: Physical Environment Laboratory

1.0 Unit. 3 lab hrs/wk. Prerequisite: GEOG 101 or concurrent enrollment.

Practical observations and applications of the geographic grid, atlases and topographic maps; rocks and tectonic activity, weather and climate, and natural vegetation and soils. Exercises are designed to supplement GEOG 101. Classes meet periodically at off-campus locations within Marin County and students are expected to provide their own transportation. (CSU/UC) AA/AS Area A, CSU Area B-3, IGETC Area 5C

GEOG 102: The Human Environment

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

This course offers students an overview of the interrelationships between human societies and the environment. It examines population distribution and growth, migrations, environmental modifications, and the spatial distribution of phenomena such as language, religion, economic systems, and urbanization. (CSU/UC) AA/AS Area B, CSU Area D-5, IGETC Area 4

GEOG 109: Geography of California

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

An introduction to the tools of geography, to the systems approach to the study of the physical and biological elements of California's landscape, to the distribution patterns of these elements, and to the significance of such patterns. (CSU/UC) AA/AS Area A or B, CSU Area D-5, IGETC Area 4

GEOG 112: Meteorology and Climatology

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

This survey course in climatology and meteorology introduces students to the atmospheric sciences and the consequences that face the floral and faunal assemblage of the earth as man and nature continue to alter the atmosphere and subsequent climate. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

GEOG 116: Field Geography, Marin County

1.0 Unit. 3 lecture and 3 lab hrs/wk for 5 weeks. Repeat: 3. No prerequisite.

Each offering includes field exposure and experience with data collection techniques related to Marin's bio-geographic zones, geologic bedrock and soils characteristics, hydrological, atmospheric, and cultural geographic characteristics. (CSU)

GEOG 125: Introduction to Geographic Information Systems

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: Familiarity with Windows operating system and software is highly recommended.

This interdisciplinary course explores Geographic Information Systems (GIS) for acquisition, storage, management, analysis, modification, and presentation of spatial data. Using lecture with hands-on computer time, the course introduces GIS through the use of ArcGIS software, Google Earth, and GPS software. Includes a project module that stresses accession and application of data in the student's chosen academic area of interest. (CSU/UC)

GEOG 126: Application of Geographic Information Systems in Research

1.5 Units. 1 lecture and 1.5 lab hrs/wk. Prerequisite: GEOG 125.

Geographic Information Systems use has become essential to the effective operation of both public and private organizations. Students 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 and the prerequisite course. (CSU)

GEOG 127: Introduction to Spatial Analysis Using Geographic Information Systems

3.0 Units. 3 lecture hrs/wk. Prerequisite: GEOG 125.

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)

GEOLOGY

Geologists are curious about the world in which they live. The earth is their laboratory. Geology is the fundamental discipline used to explain the natural earth systems that shape our changing planet. Today the majority of geoscientists are employed in the environmental fields, but many are also employed in the exploration for and production of natural resources.

Career Options

Aerial Photo Interpreter, Earth Historian, Environmental Geologist, Exploration Geophysicist, Field Geologist, Geochemist, Geological Engineer, Geological Technician, Geology Drafter, Hydrologist, Laboratory Research Worker, Map Editor, Meteorologist, Mining Geologist, Oceanographer, Paleontological Assistant, Paleontologist, Park Naturalist, Petroleum Geologist, Petrologist, Prospector, Research Scientist, Scientific Illustrator, Sedimentologist, Seismologist, Soils Engineer, Teacher, Technical Writer, Tester, Weather Observer

Faculty
Steven Newton
Department Phone: (415) 485-9510

Transfer

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

A.S. IN GEOLOGY

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

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 099: General Science

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

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

GEOL 101: Geological Field Excursions to National Parks

1.0 Unit. 1 TBA hrs/wk. No prerequisite. Corequisite: GEOL 102. There will be three 2-day field trips.

An opportunity to see and understand more fully the geology, landforms, and natural environment of national parks. The course is repeatable if different national parks are studied. (CSU)

GEOL 102: Geologic Setting of the National Parks

2.0 Units. 2 lecture hrs/wk. No prerequisite.

Designed to enrich the student's knowledge of the natural environments of national parks, with emphasis on parks of the western hemisphere. (CSU)

GEOL 103: Environmental Geology

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

The fascinating study of the interactions of the human race and the physical environment. The course centers on how mankind alters the physical environment to better suit our immediate needs, and how these alterations dictate the course of our future. The emphasis is always on the balance between short-term reward and long-term consequence. Field trips may be offered. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

GEOL 105: Cosmic Evolution

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as GEOL 105, ASTR 105 or BIOL 105; credit awarded for only one course.

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

GEOL 107: Introduction to Rocks and Minerals

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

A course for anyone interested in learning about the types of rocks and minerals that form the bedrock below their feet. Lectures focus on the dynamic geo-tectonic processes that form these stones; laboratory investigations develop skills and techniques necessary for identification of common minerals and rocks. Field trips to local sites of interest may be included. A portion of the course is dedicated to optical mineralogy, petrography, and basic lapidary techniques. (CSU)

GEOL 109: General Oceanography

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

This survey course in ocean science introduces the physical and biological processes that have formed, and maintain the health of, the earth's oceans and seas. The course is particularly important for students considering a career in marine science or technology, and is strongly encouraged for environmental science majors. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

GEOL 110: Earth Science

3.0 Units. 3 lecture hrs/wk. No prerequisite. Not open to students who have taken or are taking GEOL 120.

This course introduces the basic principles of geology, emphasizing plate tectonics, mineralogy, petrology, paleontology, and the formation of landforms. Field trips to local areas of interest. This nonlaboratory course is intended for non-majors. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

GEOL 114: Geology of California

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

This course introduces the geological processes responsible for the formation of this state's incredibly diverse and strikingly beautiful landscape. Emphasizes the tectonic and erosional forces that have formed and continue to alter California's landforms and rich mineral resources. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

GEOL 115: Volcanoes

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

This course on the nature and force of volcanic eruptions acquaints students with the earth's major volcanic landforms, the tectonic processes responsible for their eruptive character, the specific types of eruptions they generate, and the rock forms they produce. (CSU)

GEOL 116: Volcanoes and Earthquakes

2.0 Units. 2 lecture hrs/wk. No prerequisite.

An introduction to the geological workings of Earth, focusing on the study of the causes, processes, and products of volcanoes and earthquakes. Great natural disasters and scientific efforts to predict such disasters are studied. (CSU/UC)

GEOL 120: Physical Geology

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

A study of the evolution of the Earth and the dynamic disequilibrium that exists between the lithosphere, hydrosphere, atmosphere, and biosphere. The course focuses on rocks, minerals, geologic structures and landforms. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

GEOL 120L: Physical Geology Laboratory

1.0 Unit. 3 lab hrs/wk. Prerequisite: GEOL 120 or concurrent enrollment.

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-3, IGETC Area 5C

GEOL 121: Historical Geology

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisites: GEOL 120 and 120L.

The study of the evolution, over geologic time, of the land and life forms of the planet Earth as observed in the rock and fossil record. The course examines the dynamic changes in the surface condition of the Earth's environment--the very alterations that have caused five mass extinctions in the biosphere. Students evaluate the evolution of landscapes by observing them firsthand, in the field. (CSU/UC*) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A and 5C
*Please note: the transferability of this course to the UC is under review. Please check ASSIST for current transfer information.

GEOL 125: Field Geology I

2.5 Units. Repeat: 3. Prerequisite: GEOL 110 or 120 or concurrent enrollment. Seventy-eight and three-fourths hours of field investigation to be arranged over three weekends, and sixteen lecture hours to be arranged.

Lecture and field trips introduce geologic field studies, and acquaint students with the geology and geologic history of Northern California. (CSU/UC)

GEOL 126: Field Geology II

2.0 Units. Repeat: 3. Prerequisite: GEOL 120. Contact instructor before enrolling. A 10-day field trip during the spring break and 12 lecture hours to be arranged.

The study of geologic phenomena in selected areas of the Western United States. (CSU/UC)

GEOL 127A: Extended Field Studies

1.5 Units. Repeat: 3. Prerequisite: GEOL 120. A 7-day field trip and 8 lecture hours to be arranged.

A one-week field investigation of a selected area. (CSU)

GEOL 127B: Extended Field Studies

3.0 Units. Repeat: 3. Prerequisite: GEOL 120. A 14-day field trip and 16 lecture hours to be arranged.

A two-week field investigation of a selected area. (CSU)

GEOL 128: Geologic Studies of Point Reyes and the San Andreas Fault

2.0 Units. Repeat: 1. No prerequisite. A three-hour meeting is required at the beginning for logistics. Five eight-hour sessions.

Marin County is blessed with an extraordinary geology. This course focuses on the Point Reyes Peninsula and its relationship to the San Andreas Fault System. The course meets for a total of 40 hours at geologically unique locations chosen to illustrate the geological features and geological history of this portion of the county through field lecture, direct observation and geological exercises. (CSU)

GEOL 129: Field Studies of Marin East of the San Andreas Fault

2.0 Units. No prerequisite. A three-hour meeting is required at the beginning for logistics. Five eight hour sessions.

Marin County is blessed with an extraordinary geology. This 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. 3 lecture and 3 lab hrs/wk. No prerequisite. Can be taken as GEOL 138 or BIOL 138; credit awarded for only one course.

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 and social sciences 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. 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 and 5C

GEOL 140: Environmental Field Techniques

1.0 Unit. 3 lab hrs/wk. Repeat: 3. No prerequisite. Can be taken as BIOL 140 or GEOL 140; credit awarded for only one course.

This field-based course teaches the fundamentals of environmental sampling and monitoring. Topics include surveying and mapping; data collection and management; and hydrological, geological, and biological assessment methods. (CSU)

GEOL 142: Environmental Policy and Decision-Making

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as GEOL 142, BIOL 142, or ENVS 142; credit awarded for only one course.

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

GEOL 145: Ethics in Science

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as GEOL 145 or BIOL 145; credit awarded for only one course.

This interdisciplinary course explores some of the most pressing issues facing our society today, enabling students to investigate and understand the controversies surrounding current and future technologies, and helping them make rational decisions in their own lives and at the voting booth. Topics include scientific fraud, recombinant DNA technologies, the human genome project, energy and land use, and toxic waste. (CSU/UC) AA/AS Area C

GEOL 201: Elementary Mineralogy

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: GEOL 120.

An introduction to the basic principles of mineralogy including crystallography; the basic concepts of physical, chemical, and optical mineralogy; and the formation and occurrence of mineral deposits. Laboratory work includes the determination of minerals by physical properties, chemical tests with the use of the blowpipe, crystal morphology, and the study of minerals in thin section under the polarizing microscope. (CSU/UC*) CSU Area B-1 and B-3, IGETC Area 5A and 5C

*Please note: the transferability of this course to the UC is under review. Please check ASSIST for current transfer information.

GEOL 242: Geology and Biology of the Basin and Range and the Colorado Plateau

3.0 Units. Repeat: 3. No prerequisite. Can be taken as GEOL 242 or BIOL 242; credit awarded for only one course. A two-week field trip that includes 17.5 lecture hours and 104 hours of field lab.

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. 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. (CSU)

GEOL 250: Scientific Research and Reporting

1.0 Unit. 1 lecture hrs/wk. Repeat: 3. No prerequisite. Advisories: BIOL 110 and GEOL 120. Can be taken as GEOL 250 or BIOL 250; credit awarded for only one course.

A hands-on, individualized course designed to walk learners step by step through a scientific research project of their choice. The final report of their findings will be delivered at a professional meeting. This course is designed for science majors who have completed the first year of their curriculum and desire a hands-on, real world experience in science. (CSU/UC)

HEALTH EDUCATION

The field of health education promotes physical health and wellness, exploring important issues such as weight control, nutrition, and stress management. Coursework in this field can lead to certification as a personal fitness trainer, or can prepare students for other careers as wellness and fitness professionals.

Career Options

Activity Specialist, Adaptive Physical Education Specialist, Athletic Club Manager, Athletic Manager, Athletic Trainer, Camp Director, Coach, Corrective Therapist, Emergency Medical Technician, Fire Fighter, Health Club Staff Member, Massage Therapist, Personal Fitness Trainer, Physical Therapist, Public Health Educator, Recreation Leader/Director, Recreation Therapist, Teacher/Instructor

Faculty
Cheryl Rogow, Kathleen Smyth
Department Phone: (415) 485-9580

Personal Fitness Trainer Skills Certificate

The Personal Fitness Trainer Skills Certificate constitutes a skill and knowledge set that enables students to either begin 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
Core 1 (choice of one of the following)			
PE /BIOL	107	Human Biology	3
HED/PE	143	Introduction to Sports Medicine	3
Core 2 (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
Core 3 (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
Core 4 (choice of one of the following)			
BIOL	100	Nutrition	3
HED	115	Weight Control, Exercise and Nutrition	3
Core 5			
FIRE	215	Advanced First Aid/First Responder or equivalent proof of current AED/CPR/First Aid Certifications	2
Electives			
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
TOTAL UNITS			**16 TO 16.5**

HEALTH EDUCATION COURSES (HED)

HED 112: Drugs and Society

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

This course covers the historical, sociological, physiological, pharmacological, and legal aspects of drugs, and emphasizes the effects of tobacco, alcohol, narcotics, restricted drugs, and other substances. Nutrition, genetics, environment, and poly-drug factors concerning drug actions are discussed. The various education, prevention, treatment, and rehabilitation approaches to the problem of drug abuse are covered. (CSU) CSU Area E

HED 114: Introduction to Kinesiology

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as HED 114 or PE 114; credit awarded for only one course.

This course introduces students to the discipline of kinesiology, focusing on the importance of physical activity, the knowledge base of the discipline, and careers in physical activity professions. (CSU/UC)

HED 115: Weight Control, Exercise and Nutrition

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

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 is emphasized. (CSU/UC)

HED 116: Career Opportunities in Wellness and Fitness

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as HED 116 or PE 116; credit awarded for only one course.

This course surveys various career opportunities in the field of wellness and fitness. Students learn about the different academic pathways and certifications necessary to become a qualified professional in this field. Current wellness and fitness professionals are interactive guest speakers to aid students in their goal process. (CSU)

HED 118: Sports Nutrition for Health and Performance

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as HED 118 or PE 118; credit awarded for only one course.

This course is designed for personal fitness trainers, athletes, coaches and parents who are seeking sports-specific nutrition for aerobic, anaerobic and speed-endurance training. Topics include 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. 3 lecture hrs/wk. No prerequisite. Advisory: HED 116 or PE 116. Can be taken as HED 119 or PE 119; credit awarded for only one course.

This course is designed to help students become more effective wellness and fitness professionals. Students develop a toolbox of practical teaching, learning and evaluation methods to increase their ability to convey their knowledge to others in this field and more successfully impact their future clients, students, or athletes. (CSU)

HED 130: Contemporary Health Issues

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

This course includes, but is not limited to, the study of physical and psychological health, creating healthy relationships, avoiding and overcoming harmful habits, prevention of disease, and developing healthy lifestyles. (CSU/UC) CSU Area E

HED 140: Stress Management and Health

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

This course examines the theoretical framework of stress and stress-management techniques. Areas of study include defining stress, understanding psychological theories of stress, causes of stress, and health consequences of stress. Students examine and analyze strategies to manage and cope with stress, such as time management, relaxation techniques, communication skills, diet, and exercise. (CSU/UC) CSU Area E

HED 143: Introduction to Sports Medicine

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: PE 107 or BIOL 107. Can be taken as HED 143 or PE 143; credit awarded for only one course.

This course introduces methods of prevention, recognition, evaluation, rehabilitation, reconditioning, taping, and immediate care of athletic injuries to the upper and lower extremities. The course can benefit coaches from all sports, students interested in the athletic training profession, and the physically active individual. Anatomy, mechanism-of-injury, and pathology are stressed. (CSU/UC)

HED 216A: American Red Cross Lifeguard Training

1.5 Units. 1 lecture and 1.5 TBA hrs/wk. Repeat: 3. Prerequisite: Students must be able to perform the following pretest: [1] Tread water continuously in the diving pool for two minutes using legs only; [2] Swim 500 yards continuously with no time limit using the following strokes: crawl stroke, breast stroke, side stroke for at least 100 yards each; [3] Submerge to a minimum depth of seven feet and retrieve a ten-pound object and return to the surface with the object at no time limit. Can be taken as HED 216A or PE 216A; credit awarded for only one course.

This course is designed for those desiring to fulfill the requirements for the American Red Cross Lifeguard Certification. (CSU)

HISTORY

History is an evolving record of human emotions, human aspirations, and human successes and failures. Historians deal with goals, fears, interests, and prejudices of people in the past and the impact of their thoughts and actions on the people of today and tomorrow. The study of history is a valuable adjunct for many careers both inside and outside of the social sciences.

Career Options
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. Please see a counselor for more information as curriculum requirements may vary among transfer universities.

HISTORY COURSES (HIST)

HIST 100: Major Trends and Selected Topics in American History

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

History of the United States from its Native American and colonial background to the present. Social, economic, and political institutions and developments are examined. HIST 100 may fulfill the transfer requirement for those majoring in non-social science fields. (CSU/UC) AA/AS Area B or F, CSU Area D-6, IGETC Area 4, CSU US History, Constitution, and American Ideals

HIST 101: World History I: Origins of the Major Traditions

4.0 Units. 4 lecture hrs/wk. No prerequisite.

Beginning with the earliest transitions of human societies to sedentary communities, this course investigates the original river-based civilizations of Mesopotamia, Egypt, India, and China; the evolution of early societies in Sub-Saharan Africa and the pre-Columbian Americas; major Eurasian states and empires of antiquity (Hellenic, Persian, Chinese, Indian, Roman); major pre-Columbian civilizations including Inca, Maya, and the Valley of Mexico; and the transformations of the post-classical world, with emphasis on the impacts of the universalizing traditions of Christianity, Islam and Buddhism. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

HIST 102: World History II: Evolution of the Modern World

4.0 Units. 4 lecture hrs/wk. No prerequisite.

Beginning with the overseas voyages of discovery during the 15th century C.E., this course traces the growing complexity of global interaction associated with early modern societies in their pre-industrial phases. The focus includes demographic, institutional, cultural, material, and epidemiological aspects of trans-continental and trans-oceanic exchanges. The second half of the course examines societies from a global perspective as they come to be transformed by the revolutionary forces of industrialization and secular ideologies, producing the rise and fall of states and empires, the unleashing of two world wars and countless regional conflicts, and redefining the nature of a contemporary world increasingly globalized and interdependent, but fraught with perils and challenges. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

HIST 103: Science, Technology, and Civilization

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

This course is a nontechnical introduction to the history of science and technology, examining their impact on civilization, including significant social, political, religious, ethical, artistic and intellectual repercussions resulting from scientific and technological advances. Themes and topics include (but are not limited to) the Neolithic Revolution, ancient Greek mathematics and cosmology, Islamic civilization, Chinese alchemy, the Copernican Revolution and Newtonian synthesis, the industrial and biological revolutions of the eighteenth and nineteenth centuries, and twentieth century transformations (relativity, the atom, genes and DNA, cyberspace, string theory). (CSU/UC) AA/AS Area B

HIST 109: History of California

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

A survey of California's past through the Native American, Spanish, Mexican, and American periods. Among the topics covered are the California missions, the Gold Rush era, San Francisco's "Victorian" era, and recent political, economic, social, cultural and democratic developments. (CSU/UC) AA/AS Areas B & G, CSU Area D-6, IGETC Area 4

HIST 110: Western Civilization I: to 1350

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

This course examines Western Civilization from its Middle Eastern origins through the classical Greek and Roman civilizations and the Middle Ages. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

Note: History 110, 111, and 112 may be taken in any sequence and require no prerequisites. They are especially recommended for students who intend to pursue their education toward a Bachelor's degree.

HIST 111: Western Civilization II: 1350 to 1815

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

This course examines Western Civilization during the Renaissance, the Enlightenment, through the French Revolution and the Napoleonic era, concluding with the Congress of Vienna. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

Note: History 110, 111, and 112 may be taken in any sequence and require no prerequisites. They are especially recommended for students who intend to pursue their education toward a Bachelor's degree.

HIST 112: Western Civilization III: the 19th and 20th Centuries

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

A study of Western Civilization during the nineteenth and twentieth centuries beginning with the Congress of Vienna and concluding with the contemporary world. This course examines the growth of industrial civilization, nationalism and imperialism, the interaction of the West with the non-Western world, and idealism and realism in the experience of Western Civilization. Analysis involves the search for artifacts such as continuity and change in patterns of development and motivation. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

HIST 117: History of the United States I

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

A survey of the economic, political, social, and cultural evolution of the United States from its pre-Columbian beginnings through the Civil War. (CSU/UC) AA/AS Area B or F, CSU Area D-6, IGETC Area 4, CSU US History, Constitution, and American Ideals

Note: History 117 and 118 are recommended (instead of History 100) or required for majors and minors in history, teaching, social science, pre-legal, and certain other areas.

HIST 118: History of the United States II

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

A survey of the economic, political, social, and cultural evolution of the United States from 1865 to the present. (CSU/UC) AA/AS Area B or F, CSU Area D-6, IGETC Area 4, CSU US History, Constitution, and American Ideals

Note: History 117 and 118 are recommended (instead of History 100) or required for majors and minors in history, teaching, social science, pre-legal, and certain other areas.

HIST 125: Research Methods and Term Papers in History

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

This course focuses on the elements of critical thinking and methods of research in the social sciences and develops skills required to organize such thought and research into effective, college level presentations. Students are encouraged to select areas of research from other courses taken during the semester or from areas of special interest including politics, history, economics, education, women's studies, ethnic studies, current issues, and issues of community concern. (CSU/UC)

HIST 206: History of Russia

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

This course surveys Russian history from the earliest times through the collapse of the Soviet Union and the emergence of its successor states. It emphasizes the unique features of Russia's past and commonalities Russian history shares with histories of other societies and traditions. Special attention is given to the nature and demise of the Soviet Union, and to the transitional and successor states of the late twentieth and early twenty-first centuries. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

HIST 211: Women in American History and Politics

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as HIST 211 or POLS 211; credit awarded for only one course.

This course, a social and political history of women and women's movements in American society, examines the development of American institutions and ideals with respect to women's roles and status; analyzes women's relationship to economic, political, and social processes; explores cultural models of womanhood; and examines how women define themselves and how they have enacted change. Key themes include the diversity of American women and developing a framework for understanding gender in relation to race, ethnicity, class, sexuality, and religion. Includes research in both primary and secondary sources. (CSU/UC) AA/AS Areas B, F, or G; CSU Areas D-4, D-6, and D-8; IGETC Area 4

HIST 212: History and Politics of Modern Asia

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as HIST 212 or POLS 212; credit awarded for only one course.

This course introduces the history and politics of Asia since 1945, including the study of East, South, and Southeast Asia. The course emphasizes the political outcomes of the development of Asia as a consequence of both internal societal influences as well as external political and economic pressures. (CSU/UC) CSU Area D-6 and D-8, IGETC Area 4

HIST 214: History of Latin America

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

A historical survey of Latin America beginning with pre-Columbian societies. The 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. 3 lecture hrs/wk. No prerequisite.

This survey course covers the full sweep of English political, economic, cultural, and social history from pre-Roman times to the present and its powerful influence on the English-speaking world. Among the primary themes addressed are the evolution of parliamentary democracy and constitutional monarchy, the role and significance of religious strife, the development of the industrial revolution, and the advent of imperial expansion and decline. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

HIST 216: History of Mexico

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

A study of Mexico beginning with pre-Columbian societies, this course examines how the social, cultural, and political changes under Spanish colonization led to the independence movement and a search for national identity. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

HIST 238: History of Africa

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

A historical and political survey of the African continent, from the early geographical and anthropological background to twenty-first-century African developments. The course provides a basis for understanding the developments that have shaped the various peoples, countries, and regions of Africa. Key themes include unity with diversity, influences of geography and trade, Nile Valley cultures, Africa's contacts with Europe and Asia, influences of colonialism and independence, and the global realities of twenty-first century Africa. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

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

A.A. IN HUMANITIES

The Humanities Program creates a broad base for the humanities major. The program also allows liberal arts students the opportunity to create an interdisciplinary major based on a particular interest.

REQUIREMENTS			UNITS
Nine units in humanities to be chosen from the following:			
HUM	100A	Introduction to Humanities: Ancient Greece to Medieval Period	3
HUM	100B	Introduction to Humanities: Renaissance to the Modern Period	3
HUM	114	The Long Search: An Introduction to the World's Religions	3
Or			
HUM	118	Introduction to World Religion	3
HUM	125	Myth, Symbol, and the Arts	3
In addition, 9 units to be chosen from the following:			
(Please note: Students may not repeat courses chosen from the humanities courses listed above.)			
Architectural History			
ARCH	100	History of Architecture I	3
ARCH	101	History of Architecture II	3
ARCH	102	History of Architecture III	3
Art History			
ART	101	History of Ancient Art	3
ART	102	History of European Art	3
ART	103	History of Modern Art	3
ART	104	History of Asian Art	3
ART	105	History of Contemporary Art	3
ART	106	History of Women Artists	3
ART	107	History of American Art	3
ART	108	Arts of the Americas (also offered as ETST 108 or HUM 108)	3
Dance History			
DANC	108	Dance History: Dancing – The Pleasure, Power, and Art of Movement	3
Film History and Criticism			
HUM/COMM	109A	History of Film: Beginning to 1950	4
HUM/COMM	109B	History of Film: 1950 to Present	4
History of Theatre			
DRAM	110	Introduction to the Theatre	3
DRAM	112	Drama: Play, Performance Perception	3
DRAM	116	Survey of Dramatic Literature: Ancient Greek to the Present	3
DRAM	117	Survey of Dramatic Literature: Shakespeare and His Theatre	3
Humanities			
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
Literature			
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
Music History			
MUS	101	Introduction to Classical Music	3
Philosophy			
PHIL	110	Introduction to Philosophy	3
PHIL	111	Introduction to Ethics	3
PHIL	117	History of Philosophy: Late Modern to Contemporary	3
TOTAL UNITS			**MINIMUM OF 18**

HUMANITIES COURSES (HUM)

HUM 100A: Introduction to Humanities: Ancient Greece to the Medieval Period

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent.

This humanities sequence introduces students to Western culture. This course focuses on the epics, philosophy, and architecture of Greek and Roman culture, and the themes and conflicts the modern world has inherited. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

HUM 100B: Introduction to Humanities: Renaissance to the Modern Period

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent.

This humanities sequence introduces students to Western culture. This course focuses on the developing Renaissance and the impact on Europe's "rebirth" of Asian and Arabic ideas; the scientific revolution of Shakespeare's England; the political revolutions of the seventeenth and eighteenth centuries; Romanticism; the new paradigms of Freud, Marx, and Darwin; and the Age of Anxiety. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

HUM 107: Humanities Through the Arts

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

This course surveys the full range of artistic expression from ancient times to the present, examining the relation between human creativity and the larger cultural setting. Through 15 hours of videotaped programs hosted by poet Maya Angelou, students can observe how various art forms--painting and music, sculpture and architecture, drama and film--all reflect humankind's continuing quest for dignity and meaning. This self-paced course offers the non art specialist an accessible introduction to the interplay of art forms evolving over the centuries. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

HUM 108: Arts of the Americas

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as Art 108 or HUM 108; credit awarded for only one course.

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

HUM 109A: History of Film: Beginning to 1950

4.0 Units. 4 lecture hrs/wk. No prerequisite. Can be taken as HUM 109A or COMM 109A; credit awarded for only one course.

A chronological survey of narrative film as art, business, technology, and politics, from the beginning of the movies in the 1890s to post World War II. Periods and movements covered include the Silent Era, German Expressionism, Soviet Avant Garde and editing of the 1920s, French classicism, American Studio Period and sound, as well as the history of censorship in the United States. Classroom screenings of representative films. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

HUM 109B: History of Film: 1950 to the Present

4.0 Units. 4 lecture hrs/wk. No prerequisite. Can be taken as HUM 109B or COMM 109B; credit awarded for only one course.

A chronological survey of narrative film as art, business, technology, and politics from 1950 to the present. Periods and movements covered 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. 3 lecture hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent. Students may receive credit for HUM 114 or 118, but not both courses.

Thirteen one-hour cassettes in this series trace the journey of a lone traveling host on his global search for religious understanding. Along the way he witnesses the modern interpretation of new and ancient religions, studying each religion's history as well as its relationship to the host society. Class meetings with the instructor augment the videocassette tapes with lecture and discussion. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

HUM 118: Introduction to World Religions

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent. Students may receive credit for HUM 118 or 114, but not both courses.

An introduction to the major religious traditions of the world and the spiritual practices of preliterate or primal religions. The course focuses equally on East and West, principles and practice, history and psychology. Examples of the art, music and literature of Hinduism, Buddhism, Islam, Chinese Religion, Judaism, Christianity and primal religions are presented to enhance the experience and understanding of the religions. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

HUM 125: Myth, Symbol, and the Arts

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.

This course examines myth and folklore from a variety of cultures in order to see the function and role of myth in culture, how mythic symbols work in literature and the arts, and how these symbols have a psychological and cultural relevance to people today. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

HUM 128: Art Field Trips

1-4 Units. 0.75 lecture and 0.75 lab hrs/wk. Repeat: 3. No prerequisite. Can be taken as Art 128, ETST 128, or HUM 128; credit awarded for only one course.

A complement to art history and studio art courses, this course allows students to experience the art and architecture of sites like New York, Mexico City, and Rome first-hand. Pre-trip lectures set up background for an intensive field trip(s) that may include visits to museums, galleries, libraries, artists' studios, and to architectural and archeological sites where lecture, discussion, and personal exploration take place. May be used to bring students to a major media-specific conference. (CSU)

HUM 242: Global Writings

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent. Can be taken as HUM 242 or ENGL 242; credit awarded for only one course.

The cultural diversity and complex history of our globalized world are explored through a variety of contemporary writings. Discussion and analyses of representative texts focus on colonial exploitation, political domination, liberation, formations of racism, gender inequality, expressions of cultural power, ethnic conflict and division, immigration and migrancy, and processes of globalization. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

INDEPENDENT STUDY

Independent study courses are offered in most disciplines and are designed to give students an opportunity to participate in enriched academic experiences not covered within the scope of available curriculum offerings. Students plan and execute a project under an instructor's direction.

Students interested in registering for independent study should contact the discipline instructor to obtain an Application for Independent Study (instructor contract). The completed Application and an Add Card must then be submitted to the Office of Admissions and Records.

INDEPENDENT STUDY COURSES

249ABC: Independent Study

1-3 Units. Limit to Enrollment: One course in the discipline and/or prerequisite(s) determined by the appropriate discipline. Prior arrangement with instructor is required. Three laboratory hours weekly per unit. Students are limited to 4 enrollments (maximum of 12 units) of independent study. Independent study courses may be taken more than once for credit provided the same topic is not repeated.

ITALIAN

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

Career Options

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

Faculty
Michele Martinisi, Rossana Pagani
Department Phone: (415) 485-9348

Policy Statement Regarding Sequence of Enrollment in Modern Language Classes

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

Transfer

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

ITALIAN COURSES (ITAL)

ITAL 101: Elementary Italian I

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

A beginning course offering study and practice in speaking, understanding, reading, and writing Italian, along with exploration of cultural aspects of Italy. The three-hour weekly laboratory requirement enhances the student's verbal and comprehension skills through the use of audiovisual materials. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 6: UC Language other than English

ITAL 102: Elementary Italian II

5.0 Units. 4 lecture and 3 lab hrs/wk. Prerequisite: ITAL 101.

Further emphasis on the structure of the language, verbal communication, and understanding the Italian culture. Continued use of the language laboratory for further mastery of the language. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

ITAL 108: Italian Literature in Translation: Selected Topics

1.0 Unit. 1 lecture hrs/wk. Repeat: 3. No prerequisite.

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

Use of modern colloquial Italian in conversation and the study of elementary grammar. Designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar. Oral practice in speaking, understanding, and correct pronunciation of Italian, using online and audiovisual materials depicting everyday situations. (CSU)

ITAL 112: Conversational Italian II

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: ITAL 101 or 110.

Continued use of modern colloquial Italian in conversation and the study of elementary grammar. Designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar. Continued oral practice in speaking, understanding, and correct pronunciation of Italian, using audiovisual materials depicting everyday situations. (CSU)

ITAL 114: Conversational Italian III

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: ITAL 102 or 112.

Continued use of modern colloquial Italian in conversation and the study of elementary grammar. Designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar. Continued oral practice in speaking, understanding, and correct pronunciation of Italian, using online and audiovisual materials depicting everyday situations. (CSU)

ITAL 203: Intermediate Italian III

5.0 Units. 4 lecture and 3 lab hrs/wk. Prerequisite: ITAL 102.

In-depth study of Italian with grammar review, composition, and introduction to literature. The language laboratory offers the use of audiovisual materials for improved fluency and accuracy in pronunciation as well as the presentation of cultural and literary topics. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

ITAL 204: Intermediate Italian IV

4.0 Units. 4 lecture hrs/wk. Prerequisite: ITAL 203.

Continuation of study and practice in speaking, understanding, reading, and writing Italian. Completion of in-depth review of Italian grammar, as well as readings in literature, history, and culture of the Italian people. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

ITAL 225: Advanced Italian I

3.0 Units. 3 lecture hrs/wk. Prerequisite: ITAL 204.

Courses aimed at expanding the student's knowledge of the Italian language and civilization through the study of grammar and literature. Emphasis is placed on acquiring an advanced level of verbal expression in conversation, reading, and writing. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

ITAL 226: Advanced Italian II

3.0 Units. 3 lecture hrs/wk. Prerequisite: ITAL 225 or equivalent.

An advanced course offering practice in speaking, understanding, reading and writing Italian, emphasizing the civilization and culture of Italy. The course introduces literary analysis of short stories, poems and novels. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

ITAL 228: Italian Conversation and Culture Through Film

1.0 Unit. 1 lecture hr/wk. Prerequisite: ITAL 102.

This course introduces students to Italian cinema, culture, and language. Focus is on acquiring and improving conversational ability and cultural comprehension through the study of film. Students practice speaking and writing Italian extensively and build practical vocabulary, emphasizing comprehension and oral/written expression. (CSU/UC) AA/AS Area C

JAPANESE

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

Career Options

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

Department Phone: (415) 485-9348

Policy Statement Regarding Sequence of Enrollment in Modern Language Classes

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

Transfer

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

JAPANESE COURSES (JPNS)

JPNS 101: Elementary Japanese I

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

A beginning course offering study and practice in speaking, understanding, reading, and writing Japanese along with an exploration of the cultural aspects of Japan. The weekly laboratory requirement enhances students' verbal and listening comprehension skills through use of the audiovisual materials. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 6: UC Language other than English

JPNS 102: Elementary Japanese II

5.0 Units. 4 lecture and 3 lab hrs/wk. Prerequisite: JPNS 101.

Students further develop their ability to speak, read, and write Japanese in this class. They increase their knowledge of Japanese culture and society, improve communication skills, and learn 100 Kanji characters. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B or 6: UC Language other than English

JPNS 105A: Japanese Kanji A

1.0 Unit. 1 lecture hrs/wk. No prerequisite. Advisory: JPNS 101.

Intensive study of Kanji characters to increase competence in reading and writing Japanese and understanding authentic materials. Covers characters introduced in JPNS 101. (CSU)

JPNS 105B: Japanese Kanji B

1.0 Unit. 1 lecture hrs/wk. No prerequisite. Advisory: JPNS 101.

Intensive study of Kanji characters to increase competence in reading and writing Japanese and understanding authentic materials. Covers characters introduced in JPNS 102. (CSU)

JPNS 105C: Japanese Kanji C

1.0 Unit. 1 lecture hrs/wk. No prerequisite. Advisory: JPNS 102.

Intensive study of Kanji characters to increase competence in reading and writing Japanese and understanding authentic materials. Covers characters introduced in JPNS 203. (CSU)

JPNS 105D: Japanese Kanji D

1.0 Unit. 1 lecture hrs/wk. No prerequisite. Advisory: JPNS 203.

Intensive study of Kanji characters to increase competence in reading and writing Japanese and understanding authentic materials. Covers characters introduced in JPNS 204. (CSU)

JPNS 108: Japanese Conversation through the Movies

1.0 Unit. 1.125 lecture hrs/wk. Repeat: 3. Prerequisite: JPNS 101.

This course offers intensive study of practical Japanese conversation via presentation of selected films of certain Japanese directors, such as Akira Kurosawa, Kon Ichikawa, or Masaki Shuo. Students read selections from the original novels or film scripts. May be taken more than once for credit provided the same topic is not repeated. (CSU) AA/AS Area C (three units)

JPNS 110: Conversational Japanese

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

Use of modern colloquial Japanese in conversation and the study of elementary grammar. Designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar. Oral practice in speaking, understanding, and correct pronunciation of Japanese, using audiovisual materials depicting everyday situations. (CSU)

JPNS 112: Conversational Japanese II

4.0 Units. 3 lecture and 3 TBA hrs/wk. Prerequisite: JPNS 101 or 110.

Continued use of modern colloquial Japanese in conversation and the study of elementary grammar. Designed for students who want to learn the spoken language at a faster pace, with a minimum of formal grammar. Use of audio materials improves accuracy and fluency in pronunciation. (CSU)

JPNS 203: Intermediate Japanese III

5.0 Units. 4 lecture and 3 lab hrs/wk. Prerequisite: JPNS 102.

An in-depth study of Japanese, with grammar review, oral practice, composition, and introduction to literature. The language laboratory offers the use of audiovisual materials for improved fluency and accuracy in pronunciation as well as the presentation of cultural and literary topics. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

JPNS 204: Intermediate Japanese IV

4.0 Units. 4 lecture hrs/wk. Prerequisite: JPNS 203.

Continuation of the study and practice of speaking, understanding, reading, and writing Japanese. Completion of in-depth review of grammar, as well as readings in the literature, history, and culture of the Japanese people. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: Language other than English

JPNS 225: Advanced Japanese I

3.0 Units. 3 lecture hrs/wk. Prerequisite: JPNS 204.

This course is aimed at expanding students' knowledge of Japanese language, culture, history, ways of thinking and geography, through the study of advanced grammar, literature, essays and newspaper articles. Emphasizes the acquisition of an advanced level of verbal expression in discussion, reading and writing. (CSU/UC) CSU Area C-2, IGETC Area 3B and 6: Language other than English

JPNS 226: Advanced Japanese II

3.0 Units. 3 lecture hrs/wk. Prerequisite: JPNS 225.

This course is aimed at further expanding students' knowledge of Japanese language, culture, history, ways of thinking and geography, through the study of advanced grammar, literature, essays and newspaper articles. Emphasizes the acquisition of an advanced level of verbal expression in discussion, reading and writing. (CSU/UC) CSU Area C-2, IGETC Area 3B and 6: Language other than English

JOURNALISM

The main goals of journalism courses are to prepare students to become accurate and thorough researchers and precise writers. The discipline emphasizes the need to think and write clearly and has a two-fold purpose: to prepare students for careers in newspaper work, television, and radio news or public relations, and to provide a study of mass media communications for students who desire to enhance their liberal education.

Career Options

Advertising Copywriter, Broadcaster, Feature Writer, Newspaper Writer, Photojournalist, Print Journalist, Public Relations Worker, Publications Editor, Publicist: Trade/Business/Labor, Writer/Editor

Faculty
Michael Dougan
Department Phone: (415) 485-9348

Transfer

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

JOURNALISM COURSES (JOUN)

JOUN 110: Introduction to Mass Communication and Media Literacy

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: ECON 125 or ETST 125 or HIST 125 or POLS 125 or SSC 125. May be taken as JOUN 110 or COMM 110; credit awarded for only one course.

A critical survey of mass media from a humanities and social science perspective, this course provides an overview of the salient theories, history, and economic and social forces that shape mass media technologies and messages. Students examine the historical development of major print, electronic, interactive, and image-based media in terms of their sociocultural consequences and influence in order to more effectively interpret and make decisions about the meanings of mass media messages. (CSU/UC) AA/AS Area C, CSU Area D-7, IGETC Area 4G

JOUN 115: Reporting and Writing for Mainstream Media

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: ENGL 120 or 120SL.

This course introduces writing for the modern media including newspapers, Internet, television, radio, magazines, public 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. (CSU)

JOUN 122: Newspaper and Media Production I

3.0 Units. 9 lab hrs/wk. Repeat: 1. No prerequisite. Advisory: JOUN 115 or ENGL 150.

This laboratory course gives students the opportunity to apply their knowledge and skills in news writing and reporting for all journalistic-based media. Students in this course serve as the editorial board of the student newspaper, "The Echo Times;" together with JOUN 123, they produce the newspaper and its website. Students produce summaries and special leads, headlines, story and page designs. (CSU)

JOUN 123: Newspaper and Media Production II

3.0 Units. 9 lab hrs/wk. Repeat: 1. No prerequisite.

This laboratory course gives students who wish to help produce the student newspaper and work on its website, but who do not wish to be writers for the paper, the opportunity to develop their knowledge and skills in a variety of journalistic publication functions, including advertising, circulation, graphics, photography, desktop publishing, website design and maintenance, and development of digital journalism products such as audio slideshows. Together with JOUN 122, students in this class produce the student newspaper and website. (CSU)

JOUN 160: Images of Race, Gender, and Class in the Media

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as JOUN 160 or COMM 160; credit awarded for only one course.

This course is designed to help students become more "media literate" and socially aware by critically examining the role of the media in enabling, facilitating, or challenging various social constructions including race, ethnicity, gender, sexual orientation, age, and disability. The course addresses a variety of entertainment and news content in print and electronic media, and analyzes these texts within their historical context. (CSU/UC) AA/AS Areas C and G, CSU Area D-3 or D-4, IGETC Area 4C and 4D

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 110: Introduction to Library Resources: A Self-Directed Approach

1.0 Unit. 1.125 TBA hrs/wk. No prerequisite. Self-paced. No regularly scheduled class meetings. Completion of the course represents approximately eighteen to thirty-six hours of academic work.

A self-paced course that facilitates the use of the library and teaches the basic skills needed for library research. The resources studied and the skills learned are applicable to any library - academic, public or special. Topics include the card catalog; important reference works such as encyclopedias, dictionaries, and almanacs; periodicals; periodical indexes; and book reviews. (CSU/UC)

LIBR 115: Library Research Methods

1.0 Unit. 1.125 TBA hrs/wk. No prerequisite. Advisory: LIBR 110. Self-paced.

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. (CSU/UC)

MACHINE AND METALS TECHNOLOGY

Study in the field of machine and metals technology is designed as preparation for entrance into metalworking occupations. Graduates may enter the fields dealing with industrial production, prototype construction, special die work, or research and development. The courses in welding are designed to provide opportunity for the development of skills, knowledge, and experience for employment in the occupation and as auxiliary experience for persons in other majors.

Career Options
Certified Welder, Lathe Operator, Machinist, Machinist Apprentice, Mechanical Technician, Numerical Control Operator, Production Welder, Tool and Die Maker, Tool Company Representative, Welder Fabricator, Welding Technician

Faculty
Arthur Lutz
Department Phone: (415) 883-2211, Ext. 8108

Certificate of Achievement in Machine and Metals Technology, Occupational

This program is offered only at the Indian Valley Campus.

REQUIREMENTS			UNITS
First Semester			
MACH	130	Welding I	2
MACH	140	Intermediate Machine Tool Processes	4
MACH	145	Computer Numerical Control Machining/Mill	3
MACH	165	Blueprint Reading for the Machine Trades	2
Second Semester			
CIS	101	Introduction to Personal Computers and Operating Systems	1.5
ELEC	100	Fundamentals of Electronics	2
MACH	97	Machine Trades Math	2
MACH	155	Computer Numerical Control Machining/Lathe	3
MACH	240	Advanced Machine Tool Processes	4
Third Semester			
ENGG	256	Practical Materials Science	3
MACH	131	Welding II	2
MACH	250	Applications of Machine Tool Technology	2
WE	298B	Occupational Work Experience B	2
TOTAL UNITS			**32.5**

MACHINE AND METALS TECHNOLOGY COURSES (MACH)

MACH 120: Machine Technology I

3.0 Units. 2 lecture and 3 lab hrs/wk. Repeat: 2. 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. 1 lecture and 3 lab hrs/wk. Repeat: 2. Prerequisite: MACH 120.

This course builds upon the fundamentals established in MACH 120. Emphasizes advanced machining techniques utilizing lathes, milling machines, grinders, and drilling machines. Perfecting manipulative skill, competency, and machine tool theory is stressed. (CSU)

MACH 130: Welding I

2.0 Units. 1 lecture and 3 lab hrs/wk. Repeat: 2. No prerequisite.

Fundamental theory and application of welding shop tools and power equipment. Introduction to oxy-fuel welding and cutting, manual shielded arc (stick), and welding in the flat and horizontal positions. Technical study and practice in the safe use of gases, grinders, torches, and arc welders. (CSU)

MACH 131: Welding II

2.0 Units. 1 lecture and 3 lab hrs/wk. Repeat: 2. Prerequisite: MACH 130.

Introductory theory and application of the MIG, TIG, and Plasma processes. Advanced stick welding on plate in all positions. (CSU)

MACH 140: Intermediate Machine Tool Processes

4.0 Units. 2 lecture and 6 lab hrs/wk. Repeat: 1. No prerequisite. Advisory: MACH 120.

This course is an intermediate level practice and theory of metal removal and fabrication, emphasizing the use of lathes, milling machines, grinders, and drills. Theoretical considerations include measurement, layout and planning, cutting tool theory, feeds and speeds, tooling, heat treatment, and numerical control overview. (CSU) MACH 145: Computer Numerical Control Machining/Mill

3.0 Units. 3 lecture hrs/wk. Repeat: 1. No prerequisite.

A course in the theoretical principles and practical applications of computer numerical control with CAD-CAM applied to the milling machine and machine centers. (CSU)

MACH 155: Computer Numerical Control Machining/ Lathe

3.0 Units. 3 lecture hrs/wk. Repeat: 2. No prerequisite. Advisory: MACH 145.

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 is covered. (CSU)

MACH 165: Blueprint Reading for the Machine Trades

2.0 Units. 2 lecture hrs/wk. No prerequisite.

This course provides instruction in blueprint reading for machinists and for related mechanical trades. Topics include view visualization, dimensioning methods, terminology and standards, geometric tolerancing, metrics and welding symbology. (CSU)

MACH 230: Advanced Welding

2.0 Units. 1 lecture and 3 lab hrs/wk. Repeat: 2. Prerequisite: MACH 131.

Advanced theory and application of the MIG, TIG and Plasma processes. Preparation for plate certifications with the MIG and stick processes. (CSU)

MACH 240: Advanced Machine Tool Processes

4.0 Units. 2 lecture and 6 lab hrs/wk. Repeat: 3. No prerequisite. Advisory: MACH 140.

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 are discussed. (CSU)

MACH 250: Applications of Machine Tool Technology

2.0 Units. 6 lab hrs/wk. Repeat: 3. No prerequisite.

Advanced laboratory practice for students pursuing certification in machine and metals technology. Projects involve state-of-the-industry techniques. (CSU)

MATHEMATICS

The courses in mathematics provide training in both pure and applied mathematics, leading to careers in business, research, and government. Many majors (such as physical and biological sciences, engineering, and business) are dependent upon the use of applied mathematics.

Career Options

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. 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.

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 both of the following courses:			
MATH	123	Analytic Geometry and Calculus I	5
MATH	124	Analytic Geometry and Calculus II	5
Sophomore Year			
Both of the following courses:			
MATH	223	Analytic Geometry, Vector Analysis, and Calculus III	5
MATH	224	Elementary Differential Equations	4
TOTAL UNITS			**22 to 23**

MATHEMATICS COURSES (MATH)

In addition to traditional lecture-based mathematics courses, College of Marin also offers a self-paced "Individualized Mathematics Program" in the Math Lab at both campuses. The self-paced lab courses are: Math 95XY, 101XY, 103XY, and 104Y.

The college offers a mathematics assessment testing service to help students make informed decisions when enrolling in mathematics courses. Students are provided with their test scores. Students registering for mathematics courses who need help in interpreting their placement test scores, and/or in deciding whether to register for or remain enrolled in a mathematics course, can seek assistance from a counselor or their mathematics instructor.

For information about the Mathematics Assessment Test, students can call the Testing Office at (415) 485-9469 (located in the Student Services Center, Room 238, Kentfield Campus) or (415) 883-2211, ext. 8510 (Indian Valley Campus).

All mathematics courses may be taken for a letter grade or pass-no pass. In general, courses required for a transfer student's four-year major should be taken on a letter grade basis.

BASIC SKILLS MATH COURSES – NONTRANSFERABLE

MATH 025: Coping with Math Anxiety

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

A four-week course designed to help all students from all areas confront and deal with their fears and anxieties with mathematics.

MATH 085: Arithmetic Skills

2.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: Counseling 125.

The fundamentals of arithmetic with emphasis on computational skills. Topics include addition, subtraction, multiplication, and division of whole numbers, problem solving, applications, and an introduction to decimals.

MATH 090: Math Skills Open Lab

0.5-1 Unit. 1.5 lab hrs/wk. Repeat: 3. No prerequisite. Corequisite: Concurrent enrollment in any math course.

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.

MATH 095: Basic and Intermediate Math Skills

2.0 Units. 3 lecture hrs/wk. Prerequisite: Math 85 or sufficient score on Math Assessment Test.

This course covers addition, subtraction, multiplication, and division of whole numbers, fractions, mixed numerals, and decimals; square roots, percents, and applications of arithmetic to include ratio and proportion; some pre-algebra topics; and measurement to include area and volume. This course or its equivalents satisfy the prerequisite for Math 101. The course is offered in two additional modes: in a self-paced mode in the Math Lab (Math 95XY), and in a two-semester lecture/discussion mode (Math 95AB).

MATH 095A: Basic Mathematics

1.0 Unit. 3 lecture hrs/wk. Prerequisite: Math 85.

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. 3 lecture hrs/wk. Prerequisite: Math 95A or 95X.

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 095X: Basic Math Skills

1.0 Unit. Prerequisite: Math 85. Approximately 4 hours weekly in the Math Lab for 8 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 4 hours weekly in the Math Lab for 8 weeks or until the course is completed.

Taken with Math 95X, this course is equivalent to Math 95. It is designed for students wishing to develop intermediate mathematics skills in a self-paced environment. Topics include percent; elementary statistics to include averages and graphs; measurement to include length, area and volume; pre-algebra, and applications.

COLLEGE LEVEL MATH COURSES – NONTRANSFERABLE

MATH 101: Elementary Algebra

3.0 Units. 5 lecture hrs/wk. Prerequisite: Math 95 or 95B or 95Y or sufficient score on Math Assessment Test.

A one-semester introduction to elementary algebra. Topics will include linear equations, inequalities, systems with applications, polynomials, rational expressions, exponents, roots, radicals, and quadratic equations. This course or its equivalents satisfy the prerequisite for Math 103. The course is offered in two additional modes: in a self-paced mode in the Math Lab (Math 101XY), and in a two-semester lecture/discussion mode (Math 101AB).

MATH 101A: Elementary Algebra I

1.5 Units. 5 lecture hrs/wk. Prerequisite: Math 95 or 95B or 95Y or sufficient score on Math Assessment Test.

An introduction to elementary algebra. Taken with Math 101B, this course is equivalent to Math 101. It is designed for students wishing to take more time learning elementary algebra. Topics include linear equations and inequalities, slope of lines, linear graphs, and systems of equations.

MATH 101B: Elementary Algebra II

1.5 Units. 5 lecture hrs/wk. Prerequisite: Math 101A or 101X.

A continuation of elementary algebra. Taken with Math 101A, this course is equivalent to Math 101. It is designed for students wishing to take more time learning elementary algebra. Topics include polynomials, rational expressions, exponents, roots, radicals, and quadratic equations.

MATH 101X: Elementary Algebra

1.5 Units. Prerequisite: Math 95 or 95B or 95Y or satisfactory score on Math Assessment Test. May be enrolled concurrently with Math 101Y. An average of 6 hours weekly in the Math Lab for 8 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. 6.5625 lab hrs/wk. Prerequisite: Math 101A or 101X or concurrent enrollment. An average of 6 hours weekly in the Math Lab for 8 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. 3 lecture hrs/wk. Prerequisite: Math 101 or 101AB or 101XY or satisfactory score on Math Assessment Test.

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. 5 lecture hrs/wk. Prerequisite: Math 101 or 101AB or 101XY or satisfactory score on Math Assessment Test.

This one-semester course extends many of the concepts introduced in elementary algebra. The real number properties, polynomials, rational expressions, first degree equations, inequalities and applications, exponents, radicals, quadratic equations, and complex numbers are treated in greater detail. In addition, functions and their graphs, systems of equations and inequalities, matrices, linear programming, and exponential and logarithmic functions are covered. This course or its equivalents satisfy the prerequisite for Math 104, 105, 109, 110, 114, 115, and 121. The course is offered in two additional modes: in a self-paced mode in the Math Lab (Math 103XY), and in a two-semester lecture/discussion mode (Math 103AB). AA/AS Math Proficiency; AA/AS Area E

MATH 103A: Intermediate Algebra I

2.5 Units. 5 lecture hrs/wk. Prerequisite: Math 101 or 101AB or 101XY or satisfactory score on Math Assessment Test.

This course, taken with Math 103B, is equivalent to Math 103. It is designed for students wishing to take more time learning intermediate algebra. Topics include real number properties, polynomials, rational expressions, first degree equations, inequalities and applications, systems of linear equations with matrix elimination methods, linear programming, functions, and graphs. AA/AS Math Proficiency (combined with Math 103B); AA/AS Area E (combined with Math 103B)

MATH 103B: Intermediate Algebra II

2.5 Units. 5 lecture hrs/wk. Prerequisite: Math 103A or 103X.

This course, taken with Math 103A, is equivalent to Math 103. It is designed for students wishing to take more time learning intermediate algebra. Topics include quadratic, radical, and quadratic form equations; relation, functions, inverses and their graphs; graphs and equations of lines, parabolas, and circles; systems of equations and inequalities; matrices and linear programming; exponential and logarithmic functions; applications. AA/AS Math Proficiency (combined with Math 103A); AA/AS Area E (combined with Math 103B)

MATH 103X: Intermediate Algebra

2.5 Units. Prerequisite: Math 101 or 101AB or 101XY or satisfactory score on Math Assessment Test. May be enrolled concurrently with Math 103Y. An average of 6 hours weekly in the Math Lab until the course is completed. Students wishing to complete 103X and Y in one semester must complete 103X in eight weeks.

This self-paced course, the first of a two-part sequence equivalent to Math 103, is an extension of the concepts introduced in elementary algebra. New topics include absolute value inequalities and equations, systems of linear equations with matrix elimination methods, linear programming, functions and graphs. AA/AS Math Proficiency (combined with Math 103Y); AA/AS Area E (combined with Math 103Y)

MATH 103Y: Intermediate Algebra

2.5 Units. Prerequisite: Math 103A or 103X or concurrent enrollment. An average of 6 hours weekly in the Math Lab until the course is completed.

This self-paced course, the second of a two-part sequence equivalent to Math 103, is an extension of the concepts introduced in elementary algebra. New topics include rational expressions; equations and their applications; radicals, equations, and applications; quadratic functions and their graphs and applications; exponential and logarithmic functions and applications; conic sections; systems of nonlinear equations; and the binomial theorem. AA/AS Math Proficiency (combined with Math 103X); AA/AS Area E (combined with Math 103X)

COLLEGE LEVEL MATH COURSES – TRANSFERABLE

MATH 104: Plane Trigonometry

3.0 Units. 3 lecture hrs/wk. Prerequisite: Math 103 or 103AB or 103XY or satisfactory score on Math Assessment Test.

Trigonometric and inverse trigonometric functions; graphs, equations and identities involving the trigonometric functions; triangle solutions, vector applications, and DeMoivre's Theorem. (CSU) AA/AS Area E, CSU Area B-4

MATH 104Y: Plane Trigonometry

1.5 Units. Prerequisite: Math 104X or concurrent enrollment. An average of 4 hours weekly in the Math Lab for 8 weeks or until the course is completed.

Solving trigonometric equations, law of sines and cosines to solve triangles, vector applications, DeMoivre's Theorem, and polar coordinates. (CSU) AA/AS Area E, CSU Area B-4 (if taken with Math 104X)

MATH 105: College Algebra

4.0 Units. 4 lecture hrs/wk. Prerequisite: Math 103 or 103AB or 103XY or satisfactory score on Math Assessment Test. May be taken concurrently with Math 104 or 104XY.

This course includes an introduction to the elementary logic necessary for understanding mathematical proofs; emphasis on functions and graphs (both algebraic and transcendental); polynomial equations and their roots; solutions of inequalities (including absolute values); introduction to sequences, series, and conic sections. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH 109: Pre-Calculus College Algebra and Trigonometry

5.0 Units. 5 lecture hrs/wk. Prerequisite: 103 or 103AB or 103XY or satisfactory score on Math Assessment Test.

An intensive, combined course in pre-calculus, algebra, and trigonometry, intended to prepare students for calculus. Topics include polynomial, rational, exponential, logarithmic and trigonometric functions; the binomial theorem; arithmetic and geometric sequences and series; mathematical induction; trigonometric identities; polar coordinates; conic sections; vectors; and applications of right angle trigonometry. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH 110: Introduction to Mathematical Reasoning

3.0 Units. 3 lecture hrs/wk. Prerequisite: Math 103 or 103AB or 103XY or satisfactory score on the Math Assessment Test.

An elementary introduction to mathematics primarily for liberal arts students, based on work in intermediate algebra and emphasizing the deductive process in concepts of contemporary mathematics. Topics may include logic, set theory, mathematics of finance, linear programming, combinatorial modeling, graph theory, exponential

functions, logarithmic functions, group theory, and game theory. (CSU) AA/AS Area E, CSU Area B-4

MATH 114: Finite Mathematics

3.0 Units. 3 lecture hrs/wk. Prerequisite: Math 103 or 103AB or 103XY or satisfactory score on Math Assessment Test.

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. 4 lecture hrs/wk. Prerequisite: Math 103 or 103AB or 103XY or satisfactory score on Math Assessment Test. Credit will be awarded for either Math 115 or STAT 115, but not both courses.

An in-depth introduction to probability and statistics appropriate for students in the math and life/earth science disciplines. Descriptive statistics, introduction to probability theory, probability distributions, data sampling, estimation, correlation, hypothesis testing. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH 116: Linear Algebra

3.0 Units. 3 lecture hrs/wk. Prerequisite: Math 123.

The study of systems of linear equations, matrix algebra, vector spaces, inner product spaces, linear transformations, eigenvalues and eigenvectors, and applications. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH 117: Discrete Mathematics

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

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

MATH 121: Calculus I with Applications

3.0 Units. 3 lecture hrs/wk. Prerequisite: Math 103 or 103AB or 103XY or satisfactory score on Pre-Calculus Assessment Test.

Topics include limits, continuity, derivatives, integrals, exponential, and logarithmic functions. Standard applications of the derivative to drawing graphs of functions of one real variable and to optimization problems are included. Business applications of profit maximization and consumer/producer surplus are covered. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH 122: Calculus II with Applications

3.0 Units. 3 lecture hrs/wk. Prerequisites: Math 121, and Math 104 or 104XY or satisfactory score on Math Placement Test.

Topics include multivariable calculus, partial derivatives, double integrals, methods of integration, the calculus of trigonometric functions, first order ordinary differential equations, calculus applied to probability and statistics, infinite series, and applications. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH 123: Analytic Geometry and Calculus I

5.0 Units. 5 lecture hrs/wk. Prerequisites: Math 104 or 104XY and Math 105, or Math 109, or satisfactory score on Math Placement Test.

Introduction to differential and integral calculus of functions of one real variable. Continuous functions, limit of a function at a point, the derivative; differentiation formulas and rules for one-variable functions, implicit differentiation; mean value theorem and its application to optimization and curve sketching, linear approximation and differential notation; applications of the Riemann integral to finding areas, volumes of solids of revolutions, work, centroids, and total force on a plane submerged in a fluid. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH 124: Analytic Geometry and Calculus II

5.0 Units. 5 lecture hrs/wk. Prerequisite: Math 123.

A continuation of Math 123 to include the inverse function theorem for functions of one real variable, derivatives of inverse trigonometric, exponential, logarithmic, hyperbolic and inverse hyperbolic functions. Introduction to first order ordinary differential equations, techniques of integration, improper integrals, indeterminate forms, sequences, series, power series functions, and the calculus of parameterized plane curves. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH 190: Mathematics for Teachers

3.0 Units. 3 lecture hrs/wk. Prerequisite. Math 103 or 103AB or 103XY or satisfactory score on Math Assessment Test.

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, arithmetic, geometry, and foundations of algebra. In addition to exploring content depth, students have opportunities to explore content delivery in an ESL environment, applying course content to developing lesson plans. (CSU) AA/AS Area E

MATH 199: Seminar for Tutors

2.0 Units. 2 lecture hrs/wk. Repeat: 1. No prerequisite. Students apply course content as independent study in lab environment two hours weekly.

This course helps student tutors develop their understanding of the principles of mathematics and of effective mathematics tutoring. Students learn how to recognize different learning styles, communicate more effectively, and provide an encouraging tutoring environment.

MATH 223: Analytic Geometry, Vector Analysis and Calculus III

5.0 Units. 5 lecture hrs/wk. Prerequisite: Math 124.

A continuation of Math 124 to include solid analytic geometry, vector-valued functions, partial derivatives, multiple integrals, and vector analysis including Green's, Stoke's, and divergence theorems. (CSU/UC) CSU Area B-4, IGETC Area 2

MATH 224: Elementary Differential Equations

4.0 Units. 4 lecture hrs/wk. Prerequisite: Math 124. Advisory: Concurrent enrollment in Math 223 recommended.

Elementary theory of differential equations including first order equations, second and higher order linear equations, the methods of power series, and Laplace transforms; first order linear systems, numerical methods, partial differential equations, Fourier series, and boundary value problems. (CSU/UC) CSU Area B-4, IGETC Area 2

MEDICAL ASSISTING

This program provides the opportunity for the development of basic entry-level skills necessary for employment in a clinical/medical office environment. In a rapidly growing profession, medical assistants work directly with physicians and other health care personnel as team members in providing patient services. Medical assistants perform a variety of clinical, laboratory, and administrative functions in physicians' offices, medical clinics, laboratories, and specific hospital departments.

The program is offered only at the Indian Valley Campus. Students may elect to complete an Associate in Science degree, or a Certificate of Achievement: Administrative and Clinical, Administrative, or Clinical. Students may elect to complete a Skills Certificate for Medical Terminology Skills and MediSoft Skills. The Certificate of Achievement options require a minimum of two semesters to complete. Students may take courses on a part-time basis.

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, Veterinary Hospital Front Office Assistant

Department Phone: (415) 485-9319
Cesar Pomajulca, 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.

Please note: The Medical Assisting Program will implement curriculum changes that will apply to students entering the Program in fall of 2013. Students entering during the fall 2012 or spring 2013 semesters must complete the degree requirements listed below.

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	210LC***	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.

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	210LA***	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.

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	210LB***	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

MEDICAL ASSISTING COURSES (MEDA)

MEDA 100: Introduction to Health Careers

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

This course is designed for students interested in pursuing a career in a health profession. It provides an overview of the current health care delivery system, the physical, mental, and emotional demands of the workplace, and the skills needed by the healthcare worker today and in the future. Students learn about qualifications and professional preparation needed for various careers, and analyze the roles and responsibilities in today's health care environment. The course is designed to help students develop realistic career goals, and to give an appreciation of how the current health care delivery system is influencing individual health professional roles and responsibilities.

MEDA 110: Administrative Medical Office Procedures

2.0 Units. 2 lecture hrs/wk. No prerequisite. Corequisite: MEDA 110L.

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. 3 lab hrs/wk. No prerequisite. Corequisite: MEDA 110.

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. 3 lecture hrs/wk. No prerequisite. May be taken before or after MEDA 121.

An introduction to the fundamentals of medical word analysis and word construction, emphasizing spelling anatomical, pathological, surgical and diagnostic terminology. Material is presented in a systems approach, with units on anatomical directional terms, integumentary, respiratory, cardiovascular, digestive, nervous, and musculoskeletal systems. Systems studied are different than MEDA 121. (CSU)

MEDA 121: Medical Terminology II

3.0 Units. 3 lecture hrs/wk. No prerequisite. May be taken before or after MEDA 120.

An introduction to the fundamentals of medical word analysis and word construction, emphasizing spelling anatomical, pathological, surgical and diagnostic terminology. Material is presented in a systems approach, with units on the urinary system, male and female reproductive systems, obstetrics and neonatology, eye and ear systems, and the endocrine system. Systems studied are different than MEDA 120. (CSU)

MEDA 125: Medical Financial Procedures

1.0 Unit. 1 lecture hrs/wk. No prerequisite. Corequisite: MEDA 125L.

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. 3 lab hrs/wk. No prerequisite. Corequisite: MEDA 125.

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. 2 lecture hrs/wk. No prerequisite. Corequisite: MEDA 126L.

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. 1.5 lab hrs/wk. No prerequisite. Corequisite: MEDA 126.

This laboratory class applies theory learned in MEDA 126, and provides students with practical exercises using the MediSoft program. (CSU)

MEDA 127: Medical Office Computers - Medical Manager

1.0 Unit. 1 lecture hrs/wk. No prerequisite. Corequisite: MEDA 127L.

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. 1.5 lab hrs/wk. No prerequisite. Corequisite: MEDA 127.

This laboratory course provides hands-on computer experience with the Medical Manager software program. The student applies theory learned in MEDA 127. (CSU)

MEDA 128: The Electronic Health Record

2.0 Units. 2 lecture hrs/wk. No prerequisite. Corequisites: MEDA 128L and MEDA 120 or 121.

This theory course introduces electronic medical records. The course focuses on creating and managing a patient's medical record utilizing a Spring Chart software format. Topics include health record standards, software and data setup, appointment scheduling, patient chart basics, recording office visit information, ordering diagnostic laboratory tests and recording results, and managing procedure and diagnostic codes.

MEDA 128L: The Electronic Health Record Laboratory

0.5 Unit. 1.5 lab hrs/wk. No prerequisite. Corequisite: MEDA 128.

This laboratory course introduces electronic medical records, and provides practical experience using the Spring Chart software format to develop and maintain electronic medical records. Topics include health record standards, software and data setup, appointment scheduling, patient chart basics, recording office visit information, ordering diagnostic laboratory tests and recording results, and managing procedure and diagnostic codes.

MEDA 135: Clinical Procedures I

2.0 Units. 2 lecture hrs/wk. Repeat: 1. No prerequisite. Corequisite: MEDA 135L.

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. 4.5 lab hrs/wk. No prerequisite. Corequisite: MEDA 135.

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. 2.5 lecture hrs/wk. Prerequisites: MEDA 135 and 135L. Corequisite: MEDA 136L.

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

1.5 Units. 4.5 lab hrs/wk. No prerequisite. Corequisite: MEDA 136.

Students learn to perform basic laboratory skills and diagnostic tests in the medical office laboratory and clinical laboratories. They also learn how to administer injections and skin punctures. Asepsis and universal precautions are stressed. (CSU)

MEDA 141: Phlebotomy Techniques

3.0 Units. 3.125 lecture hrs/wk. No prerequisite. Corequisite: MEDA 141L. Advisory: MEDA 136. Other limitations on enrollment: High School graduation or GED or equivalent.

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 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 MEDA 141 and 141L. (CSU)

MEDA 141L: Phlebotomy Techniques Practicum

1.0 Unit. 3.125 lab hrs/wk. No prerequisite. Corequisite: MEDA 141. Advisory: MEDA 136L. Other limitations on enrollment: High School graduation or GED or equivalent. 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.

This course is designed to fulfill CCR requirements for the practical component of phlebotomy certification as a CPT 1. Students perform capillary punctures and venipunctures in a clinical setting under direct supervision of instructor and laboratory/clinic personnel. Successful completion of MEDA 141 and 141L qualify students for certification as a phlebotomist (CPT 1). (CSU)

MEDA 145: Understanding Human Diseases

2.0 Units. 2 lecture hrs/wk. Prerequisite: MEDA 120 or 121.

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. 1.5 lecture hrs/wk. Prerequisite: Math 85.

This theory course introduces common drugs and medications, drug terminology, pharmacy law and ethics, prescription abbreviations, measurements and dosage calculations, and drug classifications and actions. (CSU)

MEDA 210L(A/B/C): Clinical Externship

2.5 Units. Prerequisites for the Administrative Option (A): MEDA 110, 110L, 120 or 121 or concurrent enrollment, 125, and 125L. Prerequisites for the Clinical Option (B): MEDA 120 or 121, 135, and 135L; prerequisites or concurrently enrolled for the Clinical Option (B): MEDA 136, 136L, 145, and 150. Prerequisites for the Administrative and Clinical Option (C): MEDA 110, 110L, 120 or 121, 125, 125L, 135, and 135L; prerequisites or concurrently enrolled for the Administrative and Clinical Option (C): MEDA 136, 136L, 150, and 145. 124 hours of externship to be arranged by instructor. Students are required to have a recent physical examination and a health clearance in addition to the required immunizations. First Aid and BLS/CPR certificates are required before the first day of externship.

This experience extends the student's education and preparation from the classroom to the medical office or clinic under the supervision of clinical medical assisting staff and periodic visits from the instructor. (CSU)

MULTIMEDIA STUDIES

This program is designed to provide a link between content, technology and creative vision for emerging digital artists. Each course provides hands-on experience for professional advancement, career related training, and transfer preparation for university degrees. Each course develops the creative process through project-based learning that prepares students to be resourceful and independent, and to succeed in the wide range of multimedia careers.

Career Options
Animator, Application Designer, Art Director, CGI Effects Artist, Game Level Designer, Graphic or Production Artist, Illustrator, Interface Designer, Project Manager, Video Editor, Video Producer, Visual Designer, Web Designer, Web Developer

Faculty
James Gonzalez, Derek Wilson
Department Phone: (415) 457-8811, Ext. 8200

A.S. IN MULTIMEDIA STUDIES

(Certificate of Achievement also awarded. Skills Certificates in Multimedia Foundation, Multimedia 3-D, Print Design, Video Production, and Web Authoring available.)

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

A **Skills Certificate** is earned by satisfactory completion of the required courses as outlined for the specific Skills Certificate.

A **Certificate of Achievement** is awarded for completion of the core program plus course requirements for each intended specialty.

An **Associate in Science** (A.S.) degree is awarded for completion of all requirements in the core program and chosen specialty as well as completion of general education and graduation requirements.

Repetition Policy
Students may petition to repeat MMST courses if two years have lapsed since they last attended said course. College of Marin petition procedures are located in the Admissions and Records section of the catalog.

Core Requirements
The following courses are required of all Multimedia Studies degree and Certificate of Achievement students:

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
TOTAL CORE UNITS			**12.5**

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
TOTAL SPECIALTY UNITS			**15**

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
TOTAL SPECIALTY UNITS			**15**

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	124	Beginning Modeling, Texturing, and Animation in 3DS Max	3
MMST	142	G ame Development I: Design and Creation	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
TOTAL SPECIALTY UNITS			**15**

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
Multimedia 3-D Skills Certificate			
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
Multimedia Foundation Skills Certificate			
MMST	110	Introduction to Multimedia	3
MMST	111	Multimedia Production	3
MMST	112	Design I: Fundamentals	3
Multimedia Print Design Skills Certificate			
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
Multimedia Video Production Skills Certificate			
MMST	146	Video and Sound I: Editing	3
MMST	166	Video Effects I: Transitions and Titles	3
MMST/ART	200	Portfolio Development	3
Multimedia Web Authoring Skills Certificate			
MMST	131A	Web Design I	3
MMST	131B	Web Design II	3
MMST	131C	Web Design III	3

MULTIMEDIA STUDIES COURSES (MMST)

MMST 101: Orientation to Multimedia

0.5 Unit. 1.5 lab hrs/wk. No prerequisite.

This course covers the tools and techniques needed to become literate in this new digital media universe. Armed with the knowledge and skills learned in the course, students will be able to safely and effectively find and consume the tremendous amount of digital media now available in many formats and delivery platforms. (CSU)

MMST 110: Introduction to Multimedia

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

An overview of the burgeoning field of multimedia. Through lecture and demonstration, students learn about basic multimedia production and 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. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: CIS 110.

An opportunity to explore the different aspects and content of multimedia projects. Students are introduced to team development and production schedules as they learn the basic tools and methods for developing graphics, sound, video, and authored environments that simulate real-life projects and deadlines. (CSU)

MMST 112: Fundamentals of Multimedia Design

3.0 Units. 5 lab hrs/wk. No prerequisite.

This course provides fundamental knowledge of design as it applies to multimedia. General topics include composition, color, identity, packaging, illustration, imaging, and web design. Assignments involve the creation of original work using current digital software tools. Design skills are developed through projects, research, and critiques. (CSU)

MMST 122: Design II: Graphics and Typography

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: MMST 112.

This course provides typography and graphic design knowledge through hands-on projects for visual design. Topics include typography, color methods, design theory, and production techniques. Assignments involve the creation of original work using current digital software tools. Design skills are developed through projects, research, and critiques. (CSU)

MMST 124: Beginning Modeling, Texturing, and Animation in 3DS Max

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

This foundation class provides working knowledge, resources, and learning techniques for 3D software. The class covers beginning 3D modeling and texturing to create models appropriate for real-time and pre-rendered contexts, animating non-character assets using the broad toolset available to 3D animators, and character animation using simple deformations. Students develop self-evaluation techniques to expand the skills necessary to produce photo-real or fantasy models. (CSU)

MMST 125: Intermediate Modeling and Texturing in 3DS Max

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 124.

This course emphasizes modeling/texturing usable assets for real-time and pre-rendered contexts. Animating non-character assets, using the broad toolset available to 3D animators, and/or character animation using simple deformations. Techniques are reviewed and refined to build self-evaluation skills and to produce usable photo real or fantasy models, with focus on control using available tools. (CSU)

MMST 131: Introduction to Web Design

3.0 Units. 2.5 lecture and 2.5 lab hrs/wk. No prerequisite. Advisory: MMST 101.

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. (CSU)

MMST 131A: Web Design I

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: MMST 101.

This course introduces the tools and practices of modern Web site design and development. Students learn methods for designing and creating attractive and effective Web pages. Production skills are developed through the research, design, development and testing of a small Web site. (CSU)

MMST 131B: Web Design II

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 131A.

This course provides intermediate-level instruction in the tools and practices of modern Web site design and development. Students learn methods for designing and creating Web sites that are attractive, functional, and easy to use. Production skills are developed through the research, design, development and testing of working Web sites. (CSU)

MMST 131C: Web Design III

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 131B.

This course provides advanced-level instruction in the tools and practices of modern Web site design and development. Students learn methods for designing and creating Web sites that are attractive, functional, and easy to use. Production skills are developed through the research, design, development and testing of working Web sites. (CSU)

MMST 132: Introduction to Web Development

3.0 Units. 2.5 lecture and 2.5 lab hrs/wk. No prerequisite. Advisory: MMST 131.

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. (CSU)

MMST 133: Search Engine Optimization and Web Promotion

3.0 Units. 2.5 lecture and 2.5 lab hrs/wk. No prerequisite. Advisory: MMST 131.

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. (CSU)

MMST 134A: Interactive Media Design I

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: MMST 101.

This course introduces the tools and practices of modern interactive media design and development. Design and production skills are developed through the research, design, development, and debugging of interactive media for the Web and other digital media products. (CSU)

MMST 134B: Interactive Media Design II

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 134A.

This course provides intermediate-level instruction covering the scripts and tools for creating interactive products for the Web and other media. Design scripting and production skills are developed through the research, design, development, and debugging of interactive media for the Web and other digital media products. (CSU)

MMST 134C: Interactive Media Design III

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 134B.

This course provides advanced-level instruction covering the scripting skills and techniques required to design and create fully interactive digital media. Instruction covers modern scripting concepts including all the fundamental components of modern scripting languages, including variables, operators, objects, events, arrays, custom functions, and more. (CSU)

MMST 142: Game Development I: Design and Creation

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

This course introduces students to the basics of game development using analysis, research, and critiques to design and create a working game. Students learn about the game industry and what is expected to develop an interactive/video game through assignments that simulate employment by a game developer. (CSU)

MMST 146: Video and Sound I: Editing

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

A conceptual and practical framework for artistic and production video techniques. The course provides hands-on experience in the various production techniques of video editing, including organization, source material, audio, exporting, logging, and archiving. (CSU)

MMST 150: Photoshop I: Intermediate Techniques

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: MMST 112.

This course provides intermediate knowledge of creative techniques for imaging and artwork. Design skills are developed through exercises and projects using hands-on exercises, research, and critiques. Includes creative and production techniques to prepare images for professional projects using Photoshop and other current imaging software. (CSU)

MMST 151: Animation I: Illustration and Cartoons

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: MMST 112.

This course provides increased knowledge of drawing and illustrating as they relate to animation and cartoons. Using traditional concepts and current software tools, students develop animations for web or video display. Skill and knowledge are developed through hands-on exercises and projects. (CSU)

MMST 152: Game Development II: Level Design and Production

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 142.

This course guides students through the development process of creating a video game, with emphasis on teamwork. Industry software and techniques are used to design, storyboard, model, animate, script and publish a 3D video game. Students work in teams with assigned tasks to develop a multi-level game, including compelling story and cut-scenes. (CSU)

MMST 156: Video and Sound II: Advanced Editing

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 146.

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. Through hands-on exercises and projects, the course develops creative and technical skills for advanced video editing. (CSU)

MMST 160: Photoshop II: Calibration and Printing

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 150.

This course provides advanced knowledge of techniques and practices for successful printing of digital images and artwork. It includes advanced creative and production techniques to prepare students for professional-level projects. Completed work is suitable for portfolios or exhibiting. (CSU)

MMST 161: Animation II: Interactive Elements

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 151.

This course provides increased knowledge of animation by expanding on the dynamic capabilities using ActionScripting for interactive content in games, websites and stand-alone animations. Advanced techniques, theories, and methods for enhanced interactive production and design are covered in addition to the principles of ActionScripting. (CSU)

MMST 163: 3-D Character Animation: Complex Lighting and Materials

3.0 Units. 2.5 lecture and 2.5 lab hrs/wk. No prerequisite.

This class focuses on 3-D lighting and how to dress it for believability, including atmospheres and particle systems, as well as special effects such as glows, flares, and blurs. The course develops skills in setting up lights, atmospheres, particle systems, and cameras, in building believable textures, and in creating environments for 3-D animation or game play. (CSU)

MMST 166: Video Effects I: Transitions and Titles

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: MMST 146.

This course offers intermediate video editing techniques using effects for effective transitions, titles, and animations. Topics include Chroma keys, Photoshop source material, animation, titles, and color effects. Through hands-on exercises and projects, the course develops creative and technical skills. (CSU)

MMST 173: Intermediate 3-D Modeling and Animation (Level II)

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 163.

This class focuses on intermediate levels of animation and modeling in 3-D as they apply to visualization, effects, games and other applications for multimedia projects. Students expand on tools and techniques learned in the beginning class to create more complex models and animated sequences. (CSU)

MMST 176: Video Effects II: Advanced Techniques

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

This course offers advanced video editing techniques using effects. Topics include 3D, motion tracking, character animation, and color. Through hands-on exercises and projects, the course develops creative and technical skills using dynamic effects for motion and composites. (CSU)

MMST 183: Design III: Page Layout

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: MMST 150 and 151. This course provides basic knowledge of layout design as it applies to printed media and paperless publishing. Design and layout skills are developed through hands-on projects. (CSU)

MMST 193: Print and Packaging Design

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 183.

This course provides advanced knowledge of design as it applies to printed media products and packaging. Assignments involve the creation of designs involving 4/C printing, trapping, and packaging dies. Layout design and visualization skills are developed through hands-on projects and full-color printed proofs. (CSU)

MMST 200: Portfolio Development

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken for credit as Art 200 or MMST 200; credit awarded for only one course.

Through lecture, research and critiques, students develop a professional portfolio that reflects their interests, skills and career goals. This course is for students who have accomplished creative skills and wish to develop strategies of self-promotion for their area of expertise. (CSU)

MMST 210: Advanced Project

0.5 Unit. 1.5 lab hrs/wk. Repeat: 1. No prerequisite.

This course provides the opportunity to design and implement group or individual creative projects containing graphics, animation, audio, video, or authoring components, and a forum for exploring and testing potential project ideas, from concept to final product. Intended for students who are ready to plan, design and implement independent advanced multimedia projects such as CD-ROMs, DVDs, Web sites and more. Group or individual lab activities involve taking a project idea through the stages of design, preproduction, prototyping, production, testing, and delivery. (CSU)

MMST 213: Internship in Multimedia

3.0 Units. 1 lecture, 1.5 lab and 4.5 TBA hrs/wk. Repeat: 2. Prerequisite: Multimedia Studies 200.

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)

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
Tara B. Flandreau, Paul Smith
Department Phone: (415) 485-9460

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

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.

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
TOTAL UNITS			**36**

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

MUSIC COURSES (MUS)

MUS 101: Introduction to Classical Music

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

The appreciation and enjoyment of classical music through analytical listening. The study of musical elements; the development of musical forms and styles, vocal and instrumental media, the lives of the great composers, and analyses of their works. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

MUS 102: Music Masterworks

3.0 Units. 3 lecture and 1 TBA hrs/wk. No prerequisite. Advisory: Successful completion of either Music 101 or 106.

Guided listening and discussion, with examples of music masterworks from the beginning of available music history to the present. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

MUS 105: Rock, Pop and Jazz

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

A multicultural study of the evolution of American musical styles including blues, early country and folk, jazz, rhythm and blues, soul, rock and roll, pop, mambo, salsa, samba, bossa nova, hip hop, and hybrid forms. Emphasis is on the African-American, European-American, and Latin-American origins of these contemporary styles and their historical contexts. (CSU/UC) AA/AS Areas C & G, CSU Area C-1, IGETC Area 3A

MUS 106: Music Fundamentals

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: Music 163. Not open to students who have completed Music 111, 112, 211, or 212.

Designed for anyone interested in acquiring basic music skills for performance, teaching or composition. Includes music reading, notation, terminology, piano keyboard, sight singing, and ear training. (CSU/UC) AA/AS Area C, CSU Area C-1

MUS 111: Theory I

3.0 Units. 3 lecture hrs/wk. Prerequisite: read simple music. Advisory: concurrent enrollment in Music 121, 171, and a major performing ensemble.

Beginning music theory. Review of scales, meter signatures, intervals, triads, and seventh chords. Study of four-part harmonic progression including cadences, voice leading and doubling rules, and some non-harmonic tones. (CSU/UC)

MUS 112: Theory II

3.0 Units. 3 lecture hrs/wk. Prerequisite: Music 111. Advisory: concurrent enrollment in Music 122, 172, and one major performing ensemble.

Continued study of harmonic progressions, focusing on secondary triads and their inversions, sequences, non-harmonic tones, and counterpoint. Introduction to seventh chords. (CSU/UC)

MUS 113: Jazz Improvisation

1.5 Units. 0.6 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Basic instrumental technique and a willingness to take risks.

An introduction to improvisation for instrumentalists and vocalists who wish to develop their ability to perform jazz solos. Students learn 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. (CSU/UC)

MUS 116: Desktop Musician I

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

Basic concepts of electronic music synthesis, digital audio recording, and MIDI. The class emphasizes creating original multi-track recordings using loops, software instruments, and audio tracks; and includes editing, mixing, and mastering techniques. Supervised hands-on practice sessions in addition to required individual lab time. (CSU)

MUS 117: Desktop Musician II

2.0 Units. 1.5 lecture and 1.5 lab hrs/wk. Prerequisite: MUS 116.

A continuation of the basic concepts of electronic music synthesis, digital audio recording, and MIDI. The class emphasizes creating original multi-track recordings using loops, software instruments, and audio tracks; and includes editing, mixing, and mastering techniques. Supervised hands-on practice sessions in addition to required individual lab time. (CSU)

MUS 121: Ear Training I

2.0 Units. 1.5 lecture and 1.5 lab hrs/wk. Prerequisite: Read simple music; know major scales. Advisory: Music 106.

The ear training component of the complete music major package. Instruction includes rhythmic and melodic sight reading and singing; rhythmic, melodic, and harmonic aural perception; and some keyboard harmony. (CSU/UC)

MUS 122: Ear Training II

2.0 Units. 1.5 lecture and 1.5 lab hrs/wk. Prerequisite: Music 121.

The ear training component of the music major package. The course parallels the concepts and harmonic materials taught in Music 112. Instruction includes rhythmic and melodic sight reading; rhythmic, melodic, and harmonic aural perception; some keyboard harmony; melodic and harmonic simple intervals; triads in inversions and V7 chords; diatonic melodies; subdivisions of the beat into 2 to 4 parts; and harmonic progressions, including diatonic triads and V7. (CSU/UC)

MUS 162: Band

1.5 Units. 0.5 lecture and 3 lab hrs/wk. Repeat: 4. Prerequisite: Standardized audition.

A daytime instrumental ensemble for traditional band instrumentalists. Intermediate players are accepted as well as more advanced ones. This course satisfies the major performing ensemble requirement for music majors. A public performance is required. (CSU/UC)

MUS 163: College Chorus

1.5 Units. 0.5 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite.

A chorus of mixed voices open to all students. The rehearsal and performance of choral music of a moderate degree of difficulty. Vocal techniques and musical skills are emphasized. Participation in public performances is required. (CSU/UC)

MUS 165: Piano Ensemble

2.0 Units. 6 lab hrs/wk. Repeat: 3. Prerequisite: Standardized audition.

The study, rehearsal, and performance of music for piano ensemble (one piano/four hands, two pianos/four hands, etc). Music majors who are pianists may satisfy two semesters of the major performing ensemble requirement with this course. (CSU/UC)

MUS 166: Piano Repertoire and Interpretation

2.0 Units. 6 lab hrs/wk. Repeat: 3. Prerequisite: Music 272 and standardized audition.

A chronological survey of piano literature, stressing stylistic features. Students will perform in class and at a final recital. Music majors who are pianists may satisfy two semesters of the major performing ensemble requirement with this course. (CSU/UC)

MUS 167: Symphony Orchestra

1.5 Units. 0.5 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Standardized audition.

The study, rehearsal, and performance of music composed for chamber orchestra and full symphony orchestra from Baroque, Classical, Romantic, and contemporary periods. Fulfills the Major Performing Ensemble requirement for the Associate degree in Music. Participation in public performances is required. (CSU/UC)

MUS 168: Community Symphonic Band

1.5 Units. 0.5 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Standardized audition.

An instrumental ensemble for traditional band instrumentalists. This course satisfies the Major Performing Ensemble requirement for music majors. Participation in public performances is required. (CSU/UC)

MUS 169: Marin Oratorio: the Community Chorus at College of Marin

1.5 Units. 0.5 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Standardized audition.

A chorus of mixed voices of experienced choral singers that prepares and performs choral masterworks. Students must have previous choral experience, a pleasing, blending voice, and music reading ability. Advanced vocal techniques and choral skills are emphasized. Participation in public performances is required. Students may be required to participate in sectional rehearsals outside of class time and to assist in various facets of concert production. (CSU/UC)

MUS 171: Piano I

2.0 Units. 6 lab hrs/wk. Repeat: 1. Prerequisite: Music 106.

Designed to help students develop mental and physical habits that lead to keyboard competence. Develops musicianship and sense of musical style and provides foundation for materials being studied in other components of the music program. (CSU/UC)

MUS 172: Piano II

2.0 Units. 6 lab hrs/wk. Repeat: 1. Prerequisite: Music 171.

Designed to help students develop mental and physical habits that lead to keyboard competence. Develops musicianship and sense of musical style and provides foundation for materials being studied in other components of the music program. (CSU/UC)

MUS 173: Beginning Band

1.0 Unit. 3 lab hrs/wk. Repeat: 3. No prerequisite.

Beginning study of a woodwind, brass, or percussion instrument, for students who wish to learn a band or orchestral instrument other than a string instrument. 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. 3 lab hrs/wk. Repeat: 3. Prerequisite: Music 173 or 174 or 175.

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 ensemble course prepares players for concert band. (CSU/UC)

MUS 177: Jazz Ensemble

1.5 Units. 0.5 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Standardized audition.

A course in large jazz ensemble performance. Intermediate and advanced skills are required. This course satisfies the major performing ensemble requirement for music majors. A public performance is required. (CSU/UC)

MUS 178: Instruction: Strings

1.0 Unit. 3 lab hrs/wk. Repeat: 3. Prerequisite: Ability to read simple music. Advisory: Music 106.

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. 3 lab hrs/wk. Repeat: 3. Prerequisite: Music 178.

An orchestra primarily of string instruments designed to meet the requirements of players not yet ready for community orchestra, but more advanced than beginning strings, and to prepare players for community symphony orchestra. Individual and ensemble techniques. (CSU/UC)

MUS 180: Chamber Music Ensemble

2.0 Units. 1.5 lecture and 2 lab hrs/wk. Repeat: 3. Prerequisite: Standardized audition.

The study, rehearsal and performance of repertoire for small instrumental ensembles (may include voice). Music from Baroque, Classical, Romantic, and Modern eras may be included, depending on skill level of players and instrumentation available. (CSU/UC)

MUS 181: Voice I

1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. Repeat: 1. No prerequisite. Advisory: Read simple music, or Music 106.

Elementary class instruction in the fundamentals of singing, principles of tone production, and voice development. (CSU/UC)

MUS 182: Voice II

1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. Repeat: 1. No prerequisite. Advisory: Music 181.

Continued elementary class instruction in the fundamentals of singing, principles of tone production, and voice development. (CSU/UC)

MUS 183: Chamber Singers

2.0 Units. 1.5 lecture and 2 lab hrs/wk. Repeat: 3. Prerequisite: Standardized audition.

A small select choir of mixed voices performing music written for small choral ensembles. Participation in public performances is required. (CSU/UC)

MUS 187: Chamber Orchestra

1.0 Unit. 3 lab hrs/wk. Repeat: 3. Prerequisite: Music 179.

An orchestra primarily of stringed instruments designed to meet the requirements of players not yet ready for Community Symphony Orchestra, but more advanced than Beginning Strings and Intermediate Orchestra. To prepare players for Community Symphony Orchestra, individual and ensemble techniques will be taught. (CSU/UC)

MUS 191: Musical Production: Orchestra

1-3 Units. Repeat: 3. Prerequisite: Standardized audition. Instructor will decide number of units to be given, with fifty hours of rehearsal and performance required for each unit.

Rehearsal and performance of orchestral accompaniment to staged musical productions. Participation in public performances is required and is the final exam for this course. (CSU/UC)

MUS 193: Musical Production: Cast

1-3 Units. Repeat: 3. Prerequisite: Standardized audition. Instructor will decide the number of units to be given, with fifty hours of rehearsal and performance required for each unit.

Rehearsal and performance of all vocal music aspects of staged musical production. Participation in public performances is required and is the final exam for this course. (CSU/UC)

MUS 211: Theory III

3.0 Units. 3 lecture hrs/wk. Prerequisite: Music 112. Advisory: concurrent enrollment in Music 221, 271, and a major performing ensemble.

Students will study four-part harmony utilizing diatonic sevenths, secondary chords, and modulation. Exercises, analysis, and composition are included, as well as some keyboard harmony. Introduction to short forms of composition. (CSU/UC)

MUS 212: Theory IV

3.0 Units. 3 lecture hrs/wk. Prerequisite: Music 211. Advisory: concurrent enrollment in Music 222, 272, and a major performing ensemble.

Further study of chromatic harmony, including mode mixture, Neapolitan and augmented sixths, extended harmony, and modulation to more remote keys, followed by an overview of impressionism

and 20th and 21st century compositional techniques. Analysis and composition, some keyboard applications. (CSU/UC)

MUS 214: Music Composition Seminar

3.0 Units. 3 lecture hrs/wk. Prerequisite: ability to read and write musical notation.

The study of compositional techniques, methods of notation, and individual creation of musical compositions. Students work on creative assignments of their own choice, listen to recordings, present in-class performances, and complete several small or one large composition during the semester. (CSU/UC)

MUS 221: Ear Training III

2.0 Units. 1.5 lecture and 1.5 lab hrs/wk. Repeat: 1. Prerequisite: Music 122.

A continuation of Music 121 and 122, the ear training component of the music major package. This course parallels the concepts and harmonic materials taught in Music Theory III (Music 211). Instruction includes rhythmic and melodic sight reading; rhythmic, melodic, and harmonic aural perception; and some keyboard harmony. Includes study of compound intervals, seventh chords, melodies with chromaticism, subdivisions of the beat into two to seven parts, and harmonic progressions including secondary chords. (CSU/UC)

MUS 222: Ear Training IV

2.0 Units. 1.5 lecture and 1.5 lab hrs/wk. Repeat: 1. Prerequisite: Music 221.

A continuation of Music 121, 122, and 221. The ear training component of the music major package. This course parallels the concepts and harmonic materials taught in Music Theory IV (Music 212). Instruction includes rhythmic and melodic sight reading; rhythmic, melodic, and harmonic aural perception, and some keyboard harmony. Includes study of compound intervals, seventh chords in inversion, synthetic and other unusual scales, chromatic, modal, and atonal melody, complex meter changes, polyrhythm, irregular meter, and harmonic progressions including mode mixture, Neapolitan and augmented sixth chords. (CSU/UC)

MUS 261: Small Ensemble Techniques

1.5 Units. 0.5 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Standardized audition.

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. (CSU/UC)

MUS 262: Large Ensemble Techniques

1.5 Units. 0.5 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Standardized audition.

This class is designed to improve the practice, rehearsal, and performance skills of musicians in large music ensembles. Previous large ensemble experience is recommended. (CSU/UC)

MUS 271: Piano III

2.0 Units. 6 lab hrs/wk. Repeat: 1. Prerequisite: Music 172.

A continuation of Music 171 and 172, with more emphasis on the development of a functional knowledge of musical structure, melody, rhythm, harmony, and form. Attention is given to individual levels of achievement. (CSU/UC)

MUS 272: Piano IV

2.0 Units. 6 lab hrs/wk. Repeat: 3. Prerequisite: Music 271.

A continuation of Music 171 and 172, with more emphasis on the development of a functional knowledge of musical structure, melody, rhythm, harmony, and form. Attention is given to individual levels of achievement. (CSU/UC)

MUS 279: Strings IV

1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. Repeat: 3. No prerequisite. Advisory: Music 278.

Continuing advanced study of an orchestral string instrument. (CSU/UC)

MUS 281: Voice III

1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. Repeat: 1. No prerequisite. Advisory: Music 182.

Intermediate instruction in the fundamentals of singing, principles of tone production, and voice development with emphasis on vocal literature. (CSU/UC)

MUS 282: Voice IV

1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. Repeat: 3. No prerequisite. Advisory: Music 281.

A more advanced development and refinement of the fundamentals of singing, principles of tone production, and voice development with emphasis on more advanced vocal literature. (CSU/UC)

MUS 288: Advanced Voice Workshop

1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. Repeat: 3. No prerequisite. Advisory: Music 282.

Advanced instruction in the fundamental techniques of singing, principles of tone production, and voice development, with emphasis on advanced vocal literature. (CSU/UC)

NURSING EDUCATION: REGISTERED

The Registered Nursing Education Program at College of Marin prepares students for entry into the nursing profession, and serves as a foundation for advanced nursing studies. The Program faculty view Nursing Education as an individualized, collaborative endeavor that assists students in acquiring the knowledge, skills, and values necessary for entry-level nursing practice. Emphasizing critical thinking, effective communication, and cultural and clinical competence, the Program aims to prepare graduates for roles as care providers across the health care continuum, as managers of care, and as active members of the nursing profession. The Program affirms the dignity and worth of each individual, and strives to educate students who are adaptable, responsible, politically aware, and committed to lifelong learning. Graduates are prepared for entry-level practice in a variety of healthcare settings.

The Registered Nursing Program is guided and 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. The Program offers opportunities for advanced placement for returning, transfer and challenge students.

Students must complete prerequisite courses and assessments prior to application and entry into the Program. All potential

applicants are advised to meet with a College of Marin counselor to clarify requirements and develop an education plan.

Faculty
Molly Johnson, Jeannie Langinger, Sara Lefkowitz, Joyce Passer, Mary Pieper-Warren, Diane Ridley, Joanna Ruddle
Department Phone: (415) 485-9319
www.marin.edu/nursing

Please note: The Registered Nursing Program will implement curriculum changes for the class entering the Program in fall of 2013. Students entering during the 2012-2013 academic year must complete the degree requirements as listed by the end of the 2014 summer session.

A. Courses Taken at Other Colleges or Universities:
The Program has seven prerequisite courses in addition to courses required to complete the nursing licensing exam and earn the Associate in Science degree. Courses completed at other colleges or universities may be used to meet these requirements if they are determined to be equivalent to those offered at College of Marin.

To determine equivalency, each course must be evaluated through the procedure identified below. There is no guarantee that a course taken at another college or university will be equivalent to one at the College of Marin. Applicants will receive a copy of their completed equivalency evaluation to assist in develop of their education plan. Refer to pages 15 and 16 of this catalog for additional information regarding this process.

- Beginning September 1, approximately 1 year prior to the fall date of entry into the Program, submit materials for evaluation of equivalency to Admissions and Records, College of Marin, 835 College Avenue, Kentfield, CA 94909.
- Required materials include official transcripts for all courses taken at other colleges or universities in the United States. Transcripts must be ordered within one calendar year of the date of application. Also required is the Petition for Substitution for the Nursing Program, available at www.marin.edu/nursing.
- Nursing courses completed at foreign colleges or universities must be evaluated by the California Board of Registered Nursing for consideration of equivalency. More information is available at www.rn.gov. Refer to Foreign College Transcripts on page 28 of this catalog for more information.

B. Credit by Examination:
Students may "challenge" program prerequisite or corequisite courses by use of the college Credit by Examination Process described on page 28 of this catalog. A "challenge" must be completed prior to submitting an application for entry into the Program. "Challenge" courses must be graded using a letter grade; Pass/No Pass grades are not accepted.

C. Graduation Requirements for Students with a Prior Bachelor's Degree:

Applicants who have verification of an earned Bachelor's degree from a regionally accredited United States college or university may be awarded the Associate of Science degree upon completion of all courses required for nursing licensure. This includes all program prerequisite courses, nursing education courses and speech, psychology and anthropology/sociology courses listed under Degree Requirements, below. Please see a counselor for more information.

A.S. IN NURSING: REGISTERED (R.N.), OCCUPATIONAL OR TRANSFER

The Registered Nursing Education Program, in preparation for licensure as a registered nurse, is offered only at the Kentfield Campus and requires two academic years of prescribed courses, including acquisition of the Associate in Science degree. The curriculum is offered in four semesters. Clinical placements require day and evening scheduling Monday through Saturday. Because the clinical rotations are scheduled on both days and evenings, it is strongly recommended that all course requirements for registered nursing licensure and the Associate of Science degree be taken prior to entry into the program.

Degree Requirements:

- Human Anatomy (BIOL 120)
- Human Physiology (BIOL 224)
- Microbiology (BIOL 240)
- Chemistry (CHEM 110, 114 or 115)
- English (ENGL 150)
- 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, 122, 128, 130 or 132
- Completion of College of Marin General Education requirements

Note: The College of Marin Registered Nursing Education Program must respond to changing legal/contractual requirements.

Board of Registered Nursing Content Required for Licensure
Suggested Sequence of Courses for Students

REQUIREMENTS			UNITS
Freshman Year – First Semester			
NE	101	Level I Nursing Skills Laboratory	1
NE	135	Nursing I: Fundamentals of Nursing	4
NE	135L	Nursing I: Fundamentals Clinical Laboratory	2.5
NE	138	Introduction to Pharmacology and Medication Administration for Nurses	1
PSY	110	Introduction to Psychology	3
Communication Skills Requirement			3
Freshman Year – Second Semester			
NE	102	Level II Nursing Skills Laboratory	.5
NE	140	Nursing II: Medical-Surgical Nursing	3
NE	140L	Nursing II: Medical-Surgical Clinical Laboratory	2.5
NE	210	Nursing Care of the Childbearing Family	2
NE	210L	Nursing Care of the Childbearing Family Clinical Laboratory	2
NE	220A	Pharmacology in Nursing-A	1
PSY	112	Child and Adolescent Psychology	3
Or			
PSY	114	The Psychology of Human Development: Lifespan	3
Sophomore Year – Third Semester			
NE	203	Level III: Nursing Skills Laboratory	.5
NE	212	Nursing in Mental Health and Nursing of the Older Adult	2
NE	212L	Nursing in Mental Health and Nursing of the Older Adult Clinical Laboratory	2
NE	214	Nursing III: Advanced Concepts in Mobility, Sensation and Cognition	2
NE	214L	Nursing III: Advanced Concepts in Mobility, Sensation and Cognition Clinical Laboratory	2.5

NE	220B	Pharmacology in Nursing	1
Behavioral and/or Social Sciences Requirement			3
Sophomore Year – Fourth Semester			
NE	216	Nursing III: Advanced Concepts in Cardiovascular Oxygenation and Renal Function	2
NE	216L	Nursing III: Advanced Concepts in Cardiovascular Oxygenation and Renal Function Clinical Laboratory	2.5
NE	225	Nursing Leadership and Management	2
NE	225L	Clinical Transitions: Clinical Laboratory	2.5
Communication Skills Requirement			3
Additional Courses Required for General Education Degree			
		American Institutions	3
		Humanities	3
		Physical Education	1
		Cross Cultural Studies	3
		Communication and Analytical Thinking	3
TOTAL UNITS			**66.5**

Note: Only those completing all the nursing requirements of a semester may advance to the following semester.

ENROLLMENT PROCEDURES FOR NEW STUDENTS

The following information pertains to students planning to enroll in the first semester of the Program. Transfer, advanced placement and reentry student information is included in the section beginning on page 183, "Enrollment Procedures for Returning, Transfer or Challenge Students." Please read and follow the directions carefully. Please also refer to the Program website for details: www.marin.edu/nursing. It is recommended that all students meet with a college counselor prior to applying to the program to plan their course of study.

A. Application Dates

Completed applications must be submitted to the Admissions and Records department between January 2 and February 1 of the academic year when enrollment is requested. If either date occurs on a school holiday or weekend, the next following business day will apply. Applications will not be accepted prior to January 2 and late applications will not be considered.

B. Program Requirements for Consideration of Admission

1. Applicants must submit a complete application, demonstrate completion of all program prerequisite courses with a grade of "C" or better, be in good academic standing at College of Marin, meet the minimum assessment score on the Chancellor's Formula (72%), and meet the established minimal score on the ATI TEAS V assessment test.
2. **Prerequisite Course Information:**
   - Grades of C- (minus) or lower, Pass/Fail, and Credit/No Credit on prerequisite courses will not be accepted.
   - Some Nursing Program prerequisite courses have their own prerequisites. Please review the college catalog or meet with a counselor to develop a plan of completion.
   - There is no recency requirement for prerequisite courses.
3. **Seven Prerequisite Courses:**
   - **NE 90:** Introduction to Nursing Education and Practice.
   - ***Chemistry:** One semester of college chemistry (CHEM 110 or 114 or 115) or one year high school chemistry.
   - ***Anatomy:** One four- or five- (semester) unit college human anatomy course with laboratory (BIOL 120).
   - ***Physiology:** One four- or five- (semester) unit college human physiology course (BIOL 224) with laboratory.
   - **Math:** Math 101 or 101AB or 101XY or College of Marin assessment test qualifying for Math 103 (challenge option). Please note: Math 103 is the college graduation requirement.
   - **English:** English 150.
   - ***Microbiology:** One four- or five- (semester) unit college microbiology course (BIOL 240) with laboratory.

*Please Note: All science courses must contain a laboratory component. Online prerequisite science courses or those with virtual labs will not be accepted.

1. **Prerequisite Courses Completed at Other Institutions:** Prerequisite and corequisite courses completed at other colleges or universities must be equivalent to those offered at College of Marin. Students requesting equivalency for courses must complete the following:
   - Between September 1 and October 31 submit a completed Petition for Substitution for Nursing Program Courses. This form is available on the nursing program website: http://www.marin.edu/nursing.
   - Submit the completed form with official transcripts for all courses and catalog descriptions for each course. The transcript must be ordered and dated within one calendar year from the application date. The catalog description must be from the college catalog from the academic year(s) the course(s) was completed.
   - Submit all materials to Admissions and Records.
   - Retain the evaluation and submit a copy with your nursing program application.

C. Chancellor's Admission Formula

Applicants who successfully complete all prerequisites and submit a complete application must achieve a Chancellor's Formula assessment score of at least 72% for further consideration. The assessment score is determined by a formula using the following:

- Overall college GPA for the last five years or ten semesters;
- Grade received in English 150;
- GPA of core biology courses: Anatomy, Physiology and Microbiology;
- Number of course repetitions in the core biology courses which includes grades of D, F, Incomplete, FW, No Credit, No Pass or W.

D. ATI TEAS Testing

Applicants with a random selection number of 100 or less (see section F, "Application Process," below), who have successfully completed all prerequisites and received an assessment score of at least 72% on the Chancellor's Formula will need to complete the ATI (Assessment Technologies Incorporated) TEAS (Test of Essential Academic Skills) Version V, meeting or exceeding the minimal score of 62.

E. Prior Experience in Healthcare

All applicants must document prior healthcare experience. This can be paid or volunteer experience. Applications which do not document prior healthcare experience will be disqualified.

F. APPLICATION PROCESS (FOR FIRST-SEMESTER STUDENTS)

1. Complete the application for enrollment in the Registered Nursing Program and submit prior to the February 1 deadline. All forms are available online at http://www.marin.edu/nursing. It is the responsibility of the applicant to submit a complete and accurate application with all required materials. All materials submitted as part of the application are the property of College of Marin and will not be returned. The college does not assume responsibility for notifying applicants of incomplete applications. The application materials include official transcripts, course descriptions, and a signed Petition of Substitution for prerequisite and corequisite courses taken at other colleges and universities. Applicants must be in good academic standing at College of Marin.

Submit the application in a sealed envelope to:
Admission and Records
College of Marin
835 College Avenue
Kentfield, CA 94904-2590

2. **Random Selection:** Each year, the Program receives more requests for enrollment than the Program is able to accommodate. Enrollment in the Program is limited due to clinical placements and student safety needs. Thirty-six (36) students are offered space each year for the following fall semester. In the event the number of applications exceeds available spaces, a computerized random selection of applications is utilized. Each applicant receives a number for the current application period. This number is used to offer enrollment, contingent upon verification of each admission requirement. To meet the need for timely processing and notification by stated deadlines, applications numbered 1-100 are reviewed initially for calculation of the Chancellor's Formula and TEAS V testing. In the event that additional spaces are available, the next 100 applications will complete calculation of the Chancellor's Formula and TEAS V.
3. **Calculation of Chancellor's Formula:** Applications containing complete information and required documents are reviewed for program prerequisites and coursework. Courses completed at College of Marin (or those evaluated as equivalent to College of Marin courses) are used in the determination of this formula. A completed, signed Petition for Substitution form must be included in the application documents for any prerequisite and corequisite courses taken at other colleges. Using the formula described in section C, "Chancellor's Formula," above, a numerical score is determined. A score of 72% or greater must be attained to be considered for admission to the Program. Applicants with a score of less than 72% will be disqualified.
4. **Completion of ATI Test of Essential Academic Skills (TEAS), Version V:** Applicants who score 72% or higher on the Chancellor's Formula are allowed to complete the TEAS test at College of Marin. The Program only accepts results from the Version V test. Applicants who score 62 or higher on the TEAS Version V will be offered space based on their random selection number, until all available spaces have been filled. Students who do not achieve a score of at least 62 on the TEAS will be disqualified for the current application period but may retest after completion of remediation (see section G, number 4, below). Applicants who have taken the TEAS V test prior to application to the program must request that an official score report be mailed directly from the vendor (Assessment Technology Institute) to the Nursing Department. Please note: applicants must take TEAS V. Earlier versions of the TEAS, such as TEAS 4.0, are not accepted.
5. **Notification of Space:** Applicants who have met all of the above requirements will be offered space based on their random selection number until all spaces are filled. Applicants are responsible for providing accurate contact information (including a current email address, as notification is by email). Notification is given by June 1. No information regarding admission will be given over the phone or without verification of student identity.
6. **Background Screening and Drug Screening:**
   - Clinical facilities require students placed at their site to pass a background screening. Information regarding this screening is included with materials upon the offer of space in the Program.
   - All applicants tentatively accepted into the Program must complete a Criminal Background Clearance at a cost of approximately $50, paid by the student prior to enrollment. Each clinical facility has the right to refuse placement of a nursing student based on criminal background information. Due to the dynamic state of clinical placement sites, applicants must be able to attend every clinical facility utilized by the Program. In the event that any facility refuses placement, the offer of space in the Program will be withdrawn.
   - Requirements vary among clinical facilities. Generally an applicant who has a history of felony and/or misdemeanor convictions(s) or any bar exclusion or other ineligibility for federal program participation could be refused placement. Examples include but are not limited to, DUI (Driving Under the Influence) convictions, any conviction involving child or elder abuse, or any conviction dealing with violence. It is not possible to determine acceptance or refusal by a clinical facility on an individual basis. Applicants should consider their prior background before submitting an application to the Nursing Program.
   - Prior to obtaining a license to practice as a Registered Nurse, all graduates must report felony and misdemeanor convictions along with submission of fingerprints. The Board of Registered Nursing may deny licensure based on prior convictions. For a list of convictions substantially related to the practice of nursing, please contact the Nursing Department or the Board of Registered Nursing Web page: www.rn.ca.gov. It is possible for a student to clear the background check and be denied licensure.
   - Many healthcare facilities require additional background checks prior to employment. A prior history of criminal activity may result in denial of employment.
   - Students who have questions about the background screening, Nursing Program eligibility, or the Board of Registered Nursing requirements should contact the Director of Health Sciences. Students with histories of any of the above events are encouraged to meet with a counselor to discuss career options, including those outside of health care.
7. **Drug Screening:** Clinical agencies require mandatory drug screening. Students with a positive drug screening test may be denied placement at clinical facilities which would require withdrawal of the offer of space. The cost is $51, to be paid by the

student. The list of drugs tested and the procedure are posted on the website. The drug screening test is completed using nursing program forms, and undertaken after the offer of space. Prior testing results or results from other organizations will not be accepted.

8. **Health Clearance:** All applicants will receive a health and immunization form to be completed by a licensed healthcare provider. Applicants must be able to participate in all clinical activities to enter the Program.

G. Applicants Not Admitted to the Program:

1. **Disqualification:** An application may be disqualified for any of the following reasons:
   - Application is incomplete.
   - Official transcripts for all courses have not been submitted.
   - All prerequisite courses have not been completed.
   - Did not meet the 72% minimal score on the Chancellor's Formula.
   - Did not achieve a 62 or greater on the ATI TEAS V test.
   - Disqualified applicants will receive information identifying the reason for the disqualification. Disqualified applicants may apply during the next application period pending correction of the reason(s) for the disqualification.
2. **Qualified but No Available Space:** An applicant may be qualified but not admitted due to lack of available space. If an applicant is not admitted, a new application and supporting documents must be submitted the next application period.
3. **Waiting List:** Ten candidates from each application period become a "wait list" for the following year. Candidates are chosen in rank order from the random selection numbers assigned during the prior application period. Wait list candidates must meet all NEW Program requirements. Wait list candidates include those who successfully remediate 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 are included with the current year's applicants (first-time applicants) and assigned numbers as described above if the number of eligible applicants exceeds openings.
4. **ATI TEAS V Remediation:** Demonstration of readiness to enter the Program includes successful completion of the remediation plan and achieving a score of 62 or higher on the TEAS V retest. Any applicant who does not complete the remediation requirements within one year will be required to restart the application process as a new student. Applicants who need to remediate should make an appointment with the Director of Health Sciences to review the TEAS results and determine a plan of remediation. Upon completion of the remediation, applicants must meet again with the Director to provide verification that all areas have been completed.
5. **Reapplication:** Applicants who were determined eligible (met all eligibility requirements and passed the TEAS), but not selected due to a lack of sufficient openings or inability to meet the TEAS cut score, must resubmit the application form and any new supportive documents to be considered for the next year's Program openings.
6. **Readmission:** Admitted students who fail to complete first-semester Program courses must submit a new application and will be considered new students. Students who seek readmission during the second, third or fourth semesters will follow the processes under the following section.

ENROLLMENT PROCEDURES FOR RETURNING, TRANSFER, OR CHALLENGE STUDENTS

Please refer to the Program website for details: www.marin.edu/nursing.

Definitions:

- **Returning student:** A student who left the College of Marin Registered Nursing Education Program.
- **Transfer student:** A student who successfully completed one or more semesters of nursing education courses in another program.
- **Challenge student:** A student with prior nursing education (LVN) or other health care education or experience who wishes to enter the Program with advanced standing and receive credit for previous education or prior work experience.

1. **Admittance on a Space-Available Basis:** Entry is on a space-available basis dependent upon the semester of entry and required course(s). Submission of an application is not a guarantee of space. Applicants who are admitted on a space-available basis do not have a guarantee that space is available in subsequent semesters. Applicants must be prepared for a short time interval between notification of available space and beginning the program.
2. **Application Dates:**
   - Fall Entry – 3rd semester of Program: Applications accepted January 2 through February 1
   - Spring Entry – 2nd or 4th semesters of Program: Applications accepted September 1 through October 1
   - Applications will only be accepted during the identified application period.
   - Incomplete applications will not be considered.
3. **Program Prerequisites:** All applicants, including returning, transfer and challenge students, must complete all required program prerequisite courses with a grade of "C" or better, and must be in good academic standing at College of Marin. Refer to information under "Enrollment Procedures (for First-Year Students)" above, section B, number 2, "Prerequisite Course Information."
4. **Chancellor's Formula:** All applicants, including returning, transfer and challenge students, must meet the minimal score on the Chancellor's Formula of 72%. Refer to section F above for more information.
5. **ATI TEAS V:** All applicants, including returning, transfer and challenge students, must meet the minimal score of 62 on the TEAS V exam. Refer to section F above for more information.
6. **Nursing Courses:** Applicants requesting credit for completed nursing courses must submit official transcripts, course descriptions and course syllabi for all such courses. Courses are reviewed by the nursing department for equivalency and appropriate Program placement. Courses in nursing education that were taken by returning or transfer students three or more years prior to a

return to a nursing program will not be accepted. Courses taken in a vocational nursing program will not be subject to this policy if the applicant possesses a current LVN (licensed vocational nurse) license in the state of California.

7. **Challenge of nursing courses:** Applicants who have related experiences to qualify for a challenge must follow the college process noted on pages 15 and 16 of this catalog.
8. **Licensed Vocational Nurse Applicants:** To receive credit for prior nursing coursework in an approved vocational nursing program, in addition to the process and required information noted in the previous section for new students, applicants must submit the following:
   - Official transcripts from vocational nursing school or program requested within one calendar year of the date of application.
   - Copy of current California LVN license
   - Evidence of current work experience defined as at least one year of continuous employment in the role of a licensed vocational nurse within the last three years. This evidence must be in the form of a written letter from the employer on company letterhead.
9. **Degree option:** To obtain the Associate of Science Degree, applicants must complete all Program prerequisite and corequisite courses, meet the minimal score on the Chancellor's Formula of 72% and meet the cut score on the TEAS V of 62. NE 135, 135L, 138, 140 can be waived. Based upon review of transcripts, NE 210 and 210L may also be waived.
10. **LVN 30-unit option:** Students selecting this option will not obtain a degree nor be considered a graduate of the College of Marin Registered Nursing Program. Students will qualify for the licensing exam as a non-graduate, which may limit employment options and future education opportunities. Prerequisites for this option are Physiology (BIOL 224) and Microbiology (BIOL 240). Applicants must meet 72% on the Chancellor's Formula but are not required to complete the TEAS V exam. All applicants wishing to select this entry option must meet with the Director of Health Sciences prior to submitting an application.

A. APPLICATION PROCESS (FOR RETURNING, TRANSFER, OR CHALLENGE STUDENTS)

1. **Returning Students:**
   - Submit an application to return to the Program by identified due dates.
   - For return to fall courses, submit the application January 2 to February 1. For return to spring courses, submit the application September 1 to October 31.
   - Meet with the Director of Health Sciences to review and provide verification that the Remediation Plan has been completed. Refer to the COM RN Program Student Handbook available at www.marin.edu/nursing for more information.
2. **Transfer Students:**
   - Request evaluation of prerequisite and corequisite courses using the college process described in section A on page 180.
   - Submit an application to the Program by identified due dates.
   - To transfer to second- and fourth-semester courses, applications are due September 1 to October 31. To transfer to third-semester nursing courses, applications are due January 2 to February 1.
   - Download the application from www.marin.edu/nursing and complete.
   - Submit application with two copies of official transcripts, course descriptions for nursing courses and course syllabi for nursing courses. Transcripts must be ordered within one calendar year of the date of application.
   - Course information will be reviewed by the nursing department to determine equivalency and appropriate placement in the Program.
   - Pending review of materials and determination that the minimal score for the Chancellor's Formula has been met, applicants will either be scheduled for the TEAS V exam or asked to provide official verification of their latest test score.
3. **Challenge Students:**
   - Request evaluation of prerequisite and corequisite courses using the process described in section A on page 180.
   - Submit an application to the nursing program by identified due dates, identifying degree or 30-unit option.
   - For LVN applicants, submit the materials identified in "Enrollment Procedures" on page 183.
   - Course information is reviewed by the nursing department to determine equivalency and appropriate placement in the Program.
   - Pending review of materials and determination that the minimal score for the Chancellor's Formula has been met, applicants will either be scheduled for the ATI TEAS V exam or asked to provide official verification of their latest score.
4. **Priority Admission into the Program for Returning, Transfer and Challenge Students:**
   - All admissions are on a space-available basis.
   - **First priority:** Returning students who left the program in good standing defined as successful completion of all nursing courses.
   - **Second priority:** LVN Challenge Degree-Option Applicants.
   - **Third priority:** Transfer students and Returning students who left the program not in good standing (defined as a theory or clinical course failure).
   - **Fourth priority:** LVN Challenge 30-unit Option applicants.
   - In the event that there is more than one applicant in any priority level, a random selection process will be undertaken to provide a ranking number to each applicant in that priority category.
   - Any applicant determined eligible but not selected due to lack of space must resubmit the application and supportive documents during the next application period for consideration.
   - Applicants who did not meet the TEAS V score will not be considered for admission but may remediate and retake the test after completion of the Remediation Plan developed by the Director of Health Sciences.

ADDITIONAL PROGRAM INFORMATION

1. **Advisory Courses:** In addition to completing required prerequisite courses, the Program strongly recommends that prospective students take two additional courses that will help them prepare for the nursing program:
   - NE 95: Effective Strategies for Success in the Registered Nursing Program
   - CIS 101: Introduction to Personal Computers and Operating Systems
2. **Considerations Regarding Entry into the Program:** The College of Marin RN Program is a full-time, rigorous course of study requiring both classroom and clinical learning experiences. Courses are scheduled both day and evenings and may include weekend hours. Each nursing course must be completed with a score of 75% or higher (or a Pass in a clinical course) to continue in the Program. Students considering nursing as a career option should develop a personal schedule that allows for Program instruction, study time at a ratio of 3 study hours per hour of class instruction, and personal time. Students are expected to exhibit professional behavior at all times. Patient advocacy and patient safety are primary considerations for all nursing professionals. Any student whose conduct displays potential harm to patient well-being as determined by the faculty will be withdrawn from the Program. All students are expected to participate in all Program activities, both classroom and clinical, in order to continue in the Program.
3. **Repeatability:** Students may not repeat any nursing course unless they have been readmitted in the Program. Readmission is not guaranteed. A student is eligible for readmission only one time. A student who fails any two nursing courses, fails a second course after readmission, or withdraws from the Program twice, is not eligible for readmission.
4. **High School Education or Equivalent:** Title 16, Section 1412 of the California Code of Regulations states that proof of high school education or the equivalent (high school diploma, GED, high school equivalency, college degree) is required by the person applying for a license as a registered nurse. The Program requires this proof for licensure application for students not pursuing the degree option.
5. **IV Insertion Skills Certificate:** This certificate is awarded to RN students upon successful completion of the NE 203 skills lab training classes in IV insertion. Students must demonstrate competency in the knowledge and skill of IV policy and procedure in a return demonstration in the skills lab, and three successful IV insertions on patients in the hospital in NE 225L.
6. **Transfer:** The Program faculty strongly support graduates continuing their education to obtain the Bachelors and Masters Degree in Nursing. Students planning to transfer to a four-year institution should complete lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information, as curriculum requirements may vary among transfer universities. Graduates of the Registered Nursing Education Program may transfer to a number of colleges and universities to study for a Bachelor of Science degree in Nursing. Contact the Registered Nursing Education Department for information regarding the following schools:
   - Sonoma State University (www.sonoma.edu/adnmsn)
   - San Francisco State University (www.nursing.sfsu.edu)
   - Dominican University of California (www.dominican.edu/academics/hns/nursing)

NURSING EDUCATION COURSES (NE)

NE 090: Introduction to Nursing Education and Practice

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

This course is required for all applicants to the Registered Nursing Program, and recommended for all persons seeking information about nursing education and the role of the Registered Nurse. We navigate the program's website, reviewing the program overview and the necessary COM resources to provide updated enrollment procedures and admission requirements into the nursing program. Identification of basic skills needed for nursing, including test taking, time management, and coping strategies are explored.

NE 095: Effective Strategies for Success in the Registered Nursing Program

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

This course is designed to help nursing students attain the knowledge, skills, and attitudes necessary to grow and thrive in the College of Marin Registered Nursing Program. Students are introduced to critical thinking, QSEN (Quality, Safety, and Education in Nursing), time management, successful study skills, stress management, and test-taking techniques.

NE 099: Internship in Health Careers

1.5 Units. 0.5625 lecture and 3.375 lab hrs/wk. No prerequisite. Corequisite: NE 100.

A career-preparation and internship course for students concurrently enrolled in NE 100. Students learn essential employment skills, including interviewing techniques, prior to working as an intern in a business that corresponds to the NE 100 course topic.

NE 100: Introduction to Health Careers

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

This course is designed for students interested in pursuing a career in a health profession. It provides an overview of the current health care delivery system, the physical, mental, and emotional demands of the workplace, and the skills needed by the healthcare worker today and in the future. Students learn about qualifications and professional preparation needed for various careers, and analyze the roles and responsibilities in today's health care environment. The course is designed to help students develop realistic career goals, and to give an appreciation of how the current health care delivery system is influencing individual health professional roles and responsibilities.

NE 101: Level I Nursing Skills Laboratory

1.0 Unit. 3 lab hrs/wk. No prerequisite. Corequisites: NE 138 and 135. Must be enrolled in the COM Registered Nursing Program.

First-year registered nursing students (Level I) learn and practice basic assessment and technical skills fundamental to professional nursing across the lifespan in the safety of a simulated clinical environment. Instruction includes presentation of evidence-based

practice and scientific rationales for performance of technical skills, skill demonstrations, and the opportunity for guided/supervised student practice. (CSU)

NE 102: Level II Nursing Skills Laboratory

0.5 Unit. 1.5 lab hrs/wk. No prerequisite. Corequisite: NE 140. Must be enrolled in the COM Registered Nursing Program.

First-year registered nursing students (Level II) 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. (CSU)

NE 103: Open Skills Laboratory

0.5 Unit. 1.5 lab hrs/wk. Repeat: 2. No prerequisite. Corequisites: NE 101 and/or 102. Must be enrolled in the COM Registered Nursing Program.

This course provides opportunities for registered nursing students who are enrolled in one of the required first-year skills labs (NE 101 or 102) to have additional supervised practice performing clinical skills that are required for the profession of registered nursing. (CSU)

NE 110: Role Transition: LVN to RN

1.0 Unit. 1 lecture hrs/wk. Prerequisite: Admission to LVN to RN Transition. Must be enrolled in the COM Registered Nursing Program.

This course is designed to assist the LVN students to adapt to change and transition as they pursue education to become a registered nurse. Topics include the role of the registered nurse, change theory, a critical thinking model, nursing care planning, leadership and legal responsibilities, and intravenous therapy management and medication administration. Meets the National League of Nursing Accrediting Commission standards. (CSU)

NE 135: Nursing I: Fundamentals of Nursing

4.0 Units. 4 lecture hrs/wk. Prerequisites: ENGL 150; BIOL 120, 224, 240; CHEM 110 or 114 or 115; and NE 90. Corequisite: NE 138. Advisory: CIS 101. Must be enrolled in the COM Registered Nursing Program.

This foundation course for nursing practice presents concepts related to clients within the context of their environments, including growth and development, culture, and health-illness, and to the health care delivery system and the political, economic, and social factors that affect it. The course introduces caring in nursing, critical thinking in applying the nursing process and managing client care, communication, client education, and legal and ethical practice. Students learn how to perform an age-specific health assessment and basic physical examination, to recognize alterations in these assessments, and to engage in therapeutic interventions that promote and maintain clients' health. Students learn fundamental nursing concepts related to care of immobilized clients, surgical clients, clients with alterations in skin/tissue integrity, and clients with sensory alterations. (CSU)

NE 135L: Nursing I: Fundamentals Clinical Laboratory

2.5 Units. 7.5 lab hrs/wk. No prerequisites. Corequisites: NE 101 and 135. Must be enrolled in the COM Registered Nursing Program.

This course is the clinical laboratory for NE 135. Students learn to perform an age-specific health assessment and a basic physical examination, to recognize alterations in these assessments, and to engage in activities that promote and maintain clients' health. Students apply the nursing process to the care of the immobilized client, the surgical client, the client with an alteration in skin/tissue integrity, and the client with a sensory alteration. (CSU)

NE 138: Introduction to Pharmacology and Medication Administration for Nurses

1.0 Unit. 1 lecture hrs/wk. Prerequisite: Math 101. Corequisite: NE 135. Must be enrolled in the COM Registered Nursing Program.

This course focuses on the registered nurse's role in drug therapy. It introduces principles of pharmacology emphasizing drug dosage calculation; explores legal, ethical, cultural, psychological and educational aspects of medication administration; and provides a framework based on the nursing process for the safe preparation and administration of medications to all age groups. The course focuses on principles for the safe preparation and administration of medications by enteral, topical, inhalation, and parenteral routes. (CSU)

NE 140: Nursing II: Medical-Surgical Nursing

3.0 Units. 3 lecture hrs/wk. Prerequisites: NE 135 and 138. Must be enrolled in the COM Registered Nursing Program.

This course builds on nursing concepts presented in Nursing I and prepares students to apply the nursing process to pediatric and adult clients with non-critical/moderately complex medical-surgical 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. 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. 7.5 lab hrs/wk. No prerequisites. Corequisites: NE 102 and 140. Must be enrolled in the COM Registered Nursing Program.

This course is the clinical laboratory for NE 140. Students apply the nursing process to the care of pediatric and adult clients with non-critical/moderately complex medical-surgical conditions, involving alterations in fluid/electrolytes and acid/base balance, oxygenation, nutrition, elimination and endocrine regulation. Students learn to conduct a comprehensive nursing assessment and to intervene to prevent health problems and reduce complications. Students learn to manage care for two moderately complex clients and to apply risk reduction strategies to protect the client and maintain legal and ethical nursing practice. (CSU)

NE 203: Level III Nursing Skills Laboratory

0.5 Unit. 1.5 lab hrs/wk. No prerequisite. Corequisites: NE 210, 212, 214, and 216. Must be enrolled in the COM Registered Nursing Program.

In this course, second-year registered nursing students (Level III) 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. Emphasis is placed on integrating the use of the nursing process, communication and documentation skills, client care management skills, and critical thinking and problem solving skills through the use of clinical simulations and case scenarios. (CSU)

NE 205: Open Skills Laboratory

0.5 Unit. 1.5 lab hrs/wk. Repeat: 2. No prerequisite. Corequisite: NE 203. Must be enrolled in the COM Registered Nursing Program.

This course provides opportunities for registered nursing students who have completed the required first-year skills labs (NE 101 and 102) to have additional supervised practice performing clinical skills that are required for the profession of registered nursing. (CSU)

NE 210: Nursing Care of the Childbearing Family

2.0 Units. 2 lecture hrs/wk. Prerequisite: NE 140. Corequisite: NE 210L. Must be enrolled in the COM Registered Nursing Program.

This course presents nursing care for the childbearing family during the prenatal, labor and delivery, postpartum, and neonatal periods. Emphasizes the nurse's role in promotion of wellness and prevention of complications through health education. Students learn to recognize maternal and fetal high-risk conditions during pregnancy, birth, and after delivery that require collaborative care. Nursing management for childbearing women planning a pregnancy, including contraception and abortion, and some common women's health disorders are discussed. Included are concepts related to evidence-based practice, to effective management of resources, and to legal and ethical issues within reproductive health. (CSU)

NE 210L: Nursing Care of the Childbearing Family Clinical Laboratory

2.0 Units. 6 lab hrs/wk. No prerequisite. Corequisites: NE 102 and 210 or 203. Must be enrolled in the COM Registered Nursing Program.

This is the clinical laboratory that accompanies the Childbearing Family course. Students apply nursing concepts to the care of the family during the prenatal, labor and delivery, postpartum, neonatal, and women's health periods in hospital and community settings. Students further develop clinical reasoning and technical skills to promote maternal and newborn health and to recognize and prevent complications. (CSU)

NE 212: Nursing in Mental Health and Nursing of the Older Adult

2.0 Units. 2 lecture hrs/wk. Prerequisite: NE 140. Must be enrolled in the COM Registered Nursing Program.

This course has two components: nursing in mental health, and nursing of the older adult. Nursing in mental health focuses on the application of the nursing process and principles of therapeutic communication to the care of pediatric and adult clients with selected mental disorders. Included are concepts of psychobiology, treatment modalities, collaborative care, and legal and ethical issues within mental health. Nursing of the older adult focuses on nursing interventions for health promotion, the management of common geriatric syndromes, and care of the older adult with multi-system problems. Included are the effects of a large aging population on health care; legal, ethical and public policy issues affecting care of older adults; and end-of-life care for clients across the lifespan and their families. (CSU)

NE 212L: Nursing in Mental Health and Nursing of the Older Adult Clinical Laboratory

2.0 Units. 6 lab hrs/wk. Prerequisite: NE 140. Corequisites: NE 212 and 102 or 103. Must be enrolled in the COM Registered Nursing Program.

This course is the clinical laboratory for NE 212. Students apply the nursing process to the care of pediatric and adult clients with selected mental disorders and to the care of older adults in acute and community settings. Students collaborate with other health care professionals in health care management, health education, and resolution of legal and ethical issues in mental and geriatric health. Students further develop therapeutic communication techniques and approaches for care of clients and families in crisis, individuals demonstrating challenging behaviors, and clients at end-of-life and their families. (CSU)

NE 214: Nursing III: Advanced Concepts in Mobility, Sensation, and Cognition

2.0 Units. 2 lecture hrs/wk. Prerequisite: NE 140. Must be enrolled in the COM Registered Nursing Program.

This course builds on concepts presented in Nursing I and Nursing II. The course takes a holistic approach and emphasizes nursing management of clients across the lifespan with acute and chronic diseases involving the neurological, musculoskeletal, sensory and immunological systems. Approaches to nursing and medical management during each phase of the disease process, starting with the onset of symptoms and diagnosis, through acute hospitalization and into post hospitalization care are presented. The student learns to apply the nursing process to the care of clients who are experiencing chronic pain and grief and loss. Students collaborate with the 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. 7.5 lab hrs/wk. No prerequisite. Corequisites: NE 214 and 102 or 203. Must be enrolled in the COM Registered Nursing Program.

This is the clinical laboratory that accompanies NE 214. Students apply nursing concepts to the care of the client and family who are experiencing acute or chronic neurological, orthopedic or immunological problems in the hospital, community and rehabilitative settings. Students further develop clinical reasoning and technical skills to promote health and to recognize and prevent complications, and collaborate with other professionals in health care management, client education, and resolution of legal and ethical issues in medical surgical nursing. (CSU)

NE 216: Nursing III: Advanced Concepts in Cardiovascular Oxygenation and Renal Function

2.0 Units. 2 lecture hrs/wk. Prerequisites: NE 210, 212, or 214. Must be enrolled in the COM Registered Nursing Program.

This course builds on nursing concepts presented in Nursing II and focuses on clients with complex alterations in physiological and psychological integrity and the resulting health consequences. The course presents advanced concepts related to the nursing management and collaborative care of clients across the lifespan with select critical and/or complex cardiovascular, respiratory, and renal problems. Critical care during select life-threatening and

emergency situations, including shock, sepsis, and multiple organ dysfunction syndrome, are addressed. This course prepares students within complex client health situations to prioritize and organize care; identify emerging health patterns or complications that require prompt attention; and compare feasible options to resolve clinical problems. (CSU)

NE 216L: Nursing III: Advanced Concepts in Cardiovascular Oxygenation and Renal Function Laboratory

2.5 Units. 7.5 lab hrs/wk. No prerequisite. Corequisite: NE 216; 203 for students enrolled in NE 216L during fall [third semester of program]. Students enrolled in NE 216L during spring [fourth semester of program] will have completed NE 203. Must be enrolled in the COM Registered Nursing Program.

This course is the clinical laboratory that accompanies NE 216. Students apply the nursing process to the care of adult and pediatric clients with select critical and/or complex cardiovascular, respiratory, and renal problems; collaborate with other health care professionals in health care management, health education, and resolution of legal and ethical issues of clients across the lifespan; and further develop skill in prioritizing and organizing care, identifying emerging health problems, and resolving clinical problems within complex client health situations. (CSU)

NE 220A: Pharmacology in Nursing

1.0 Unit. 1 lecture hrs/wk. Prerequisite: NE 138. Must be enrolled in the COM Registered Nursing Program.

This course provides students with a sound understanding of the pharmacologic properties of drug classes, with special emphasis on the clinical application of drug therapy through the nursing process and clinical case studies. It focuses on the mechanism of action, indications, dosage, and adverse effects of major drug classes and individual (prototype) drugs. Classifications of medications covered include: analgesics, anti-inflammatory drugs, anesthetics including drugs used in conscious sedation, sedatives, hypnotic drugs, anti-anxiety, antibiotics and miscellaneous drugs; antifungal and antiviral drugs, anti-asthmatic and glucocorticoid. Drugs affecting the gastrointestinal tract, insulin, oral hypoglycemic agents, and thyroid replacement. Vaccines, drugs affecting reproductive system, including female sex hormones and contraceptives. (CSU)

NE 220B: Pharmacology in Nursing

1.0 Unit. 1 lecture hrs/wk. Prerequisite: NE 138. Must be enrolled in the COM Registered Nursing Program.

This course provides students with a sound understanding of the pharmacologic properties of drug classes, with special emphasis on the clinical application of drug therapy through the nursing process and clinical case studies. This course focuses on the mechanism of action, indications, dosage, and adverse effects of major drug classes and individual (prototype) drugs. Classifications of medications covered include: cardiac glycosides, calcium channel blockers, ace inhibitors, antidysrhythmics, antihypertensives, diuretics, vasodilators, anticoagulants, thrombolytics, antihyperlipidemics, psychotherapeutics, immunosuppressants and immunomodulators, chemotherapy agents, and anticonvulsants. Drugs affecting Parkinson's myasthenia gravis, dementia, Alzheimer's disease, and substances of abuse. (CSU)

NE 225: Nursing Leadership and Management

2.0 Units. 2 lecture hrs/wk. Prerequisites: NE 210, 212, 214, 216. Must be enrolled in the COM Registered Nursing Program.

This theoretical foundation for understanding organizational behavior and developing nursing leadership and management skills assists students in the transition from nursing student to graduate Registered Nurse. Focus is on decision making, prioritization, time and stress management, staffing, delegation, team work, conflict management, and cost containment. Legal, ethical, economic, and sociopolitical issues that affect health care delivery and the nursing profession are explored. Professional issues discussed include membership in professional organizations, nurse's rights, workplace safety, advocacy and political activism, licensure and guidelines for obtaining employment, and strategies for successful transition into practice for the new graduate RN. (CSU)

NE 225L: Clinical Transition: Clinical Laboratory

2.5 Units. 7.5 lab hrs/wk. No prerequisite. Corequisite: NE 225. Must be enrolled in the COM Registered Nursing Program.

This clinical laboratory that accompanies NE 225 provides opportunities for students to integrate cumulative nursing knowledge and experience into clinical practice; to organize and manage care for a group of clients; to actively collaborate with clients, families, and health care team members; and to further develop technical skill competencies under the direct supervision of a preceptor and the indirect supervision of a faculty liaison. Particular emphasis is given to the development of leadership/management skills required of a nurse in an entry level position. (CSU)

NURSING EDUCATION NONCREDIT REVIEW COURSES

The following noncredit courses are offered in support of the College of Marin Registered Nursing Program. Please refer to the Registered Nursing Department website for details: www.marin.edu/nursing.

VOCN 6010: Review of Nursing Care and Skills for RN Students

0.0 Unit.

This course offers the RN student additional practice in the clinical/laboratory setting. It is designed to provide remediation in topics ranging from assessment, nursing care planning, documentation, communication, medication administration, nursing skills, and organization to critical thinking and clinical decision making. Students are recommended to this course by their clinical instructor.

VOCN 6015: Successful RN Preceptor Course

0.0 Unit.

This course is designed for staff nurses who are working with students to become effective preceptors. The course includes content related to roles and responsibilities of the preceptor: supervision and legal issues, communication plan, values clarification, writing behavioral objectives, the advisement and evaluation process; and accidents and injuries.

VOCN 6020: Test of Essential Academic Skills Preparation Course

0.0 Unit.

This Course helps students achieve the academic skills needed to succeed in a Registered Nursing Program. The course introduces the

Test of Essential Academic Skills (TEAS) test plan, describes content areas and discusses test taking skills. Includes an initial practice assessment test, weekly meetings on particular content areas, a post assessment test, how to register for the TEAS and recommendations for students who do not demonstrate readiness to take the TEAS.

PHILOSOPHY

The aim of philosophy courses is to understand how the great minds of the past and present have perceived and answered the most challenging questions about knowledge and reality and then to develop one's own philosophy. This discipline encourages the acquisition and development of creative thought processes.

Career Options
Attorney, Communicator, Computer Scientist, Counselor, Educator, Journalist, Minister, Politician, Social Worker, Teacher

Faculty
John Marmysz
Department Phone: (415) 485-9348

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

PHILOSOPHY COURSES (PHIL)

PHIL 110: Introduction to Philosophy

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent. PHIL 110 is not a prerequisite for PHIL 111.

This course introduces major thinkers, movements and ideas in the western philosophical tradition. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

PHIL 111: Introduction to Ethics

3.0 Units. 3 lecture hrs/wk. Prerequisite: English 98 or 98SL or English Placement Test or equivalent. Philosophy 110 is not a prerequisite for Philosophy 111.

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. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.

An introduction to the logical analysis and evaluation of arguments. Topics covered include: argument diagramming, categorical logic, sentential logic, and formal and informal fallacies. (CSU/UC) AA/AS Area C or E, CSU Area A-3

PHIL 117: History of Philosophy: Late Modern to Contemporary

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent.

This course deals with the history of philosophy from the end of the eighteenth century to the contemporary period. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

PHYSICAL EDUCATION

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.)

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
TOTAL UNITS			**18**

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**
Core 1 (choice of one of the following)			
PE /BIOL	107	Human Biology	3
PE/HED	143	Introduction to Sports Medicine	3
Core 2 (choice of one of the following)			
PE/HED	119	Effective Teaching Strategies in Wellness and Fitness	3
PE	120	Introduction to Sport and Exercise Psychology (also offered as PSY 130)	3
Core 3 (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
Core 4 (choice of one of the following)			
BIOL	100	Nutrition	3
HED	115	Weight Control, Exercise and Nutrition	3
Core 5			
FIRE	215	Advanced First Aid/First Responder or equivalent proof of current AED/CPR/First Aid Certifications	2
Electives			
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
TOTAL UNITS			**16 TO 16.5**

PHYSICAL EDUCATION COURSES (PE)

PE 070: Adapted Aquatics

0.5 Unit. Prerequisite: Recommendation of student's physician and completed medical form.

Students enjoy the positive effects of the aquatic environment in a group exercise program. Swimming skills are not necessary. Includes aqua aerobic activities, cardiovascular training, water walk/jog programs, and lap swimming. (CSU/UC) AA/AS Area H

PE 071: Adapted Aerobics

0.5 Unit. Prerequisite: Recommendation of student's physician and completed medical form.

An aerobics class designed to meet the needs of students with physical disabilities. Students participate in a group exercise class (sitting or standing). Designed to improve cardiovascular endurance, strength, and flexibility. (CSU/UC) AA/AS Area H

PE 072: Adapted General Conditioning

0.5 Unit. Prerequisite: Recommendation of student's physician and completed medical form.

A course designed for students with physical disability. Students are provided with a personalized fitness program based on individual needs. It includes the use of stationary bicycles, treadmill, weight equipment, and other adapted equipment. (CSU/UC) AA/AS Area H

PE 074: Adapted Yoga

0.5 Unit. Prerequisite: Recommendation of student's physician and completed medical form.

This is a safe yoga, breathing, and relaxation course designed for the physically disabled adult. Instruction includes safe total body stretches, diaphragmatic breathing, and deep relaxation training. Emphasis is on proper alignment, mind/body connection, and techniques to relieve stress and reduce pain. (CSU/UC) AA/AS Area H

PE 075: Adapted Tai Chi

0.5 Unit. Prerequisite: Recommendation of student's physician and completed medical form.

This class will introduce the art of Tai Chi, specifically the Yang Style Short Form and Long Form. Designed for the physically disabled adult, movements will be adapted to the needs of each student, so that all may participate successfully at their appropriate level. (CSU/UC) AA/AS Area H

PE 079: Adapted Awareness Through Movement

0.5 Unit. Prerequisite: Recommendation of student's physician and completed medical form.

This class provides group lessons in the Feldenkrais group movement method, where students learn to move with awareness to improve functioning, balance, coordination, posture and well being. The lessons increase the capacity for easier and more effective movement in everyday activities. (CSU/UC) AA/AS Area H

PE 080: Feldenkrais Functional Integration

0.5 Unit. Prerequisite: Recommendation of student's physician and completed medical form.

This class provides individual sessions in the Feldenkrais Method of Functional Integration, a gentle noninvasive hands-on modality that helps provide students with new ways of moving, thinking, sensing themselves, and overcoming limitations. (CSU/UC) AA/AS Area H

PE 107: Human Biology

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as PE 107 or BIOL 107; credit awarded for only one course.

This course introduces the structure, function, and development of the human body, and foundational concepts to explore personal and societal issues involving human biology. Topics include an introduction to scientific methods of investigation and some elementary

chemistry (no previous background necessary) as a basis for understanding human functions such as movement, digestion, circulation, reproduction, and other systems. Some diseases and other causes of body malfunction are discussed. (CSU/UC) AA/AS Area A, CSU Area B-2, IGETC Area 5B

PE 110: Mat Pilates

1-2 Units. 3 lab hrs/wk. Repeat: 3. No prerequisite.

This course introduces the beginning Pilates method of body conditioning, emphasizing 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. (CSU/UC) AA/AS Area H

PE 112: Zumba Fitness

0.5-2 Units. 3 lab hrs/wk. Repeat: 3. No prerequisite.

A fusion of Latin and International music-dance themes creating a dynamic, exciting, effective fitness system, featuring aerobic/fitness interval training and resistance training with a combination of fast and slow rhythms that maximize caloric output and tone and sculpt the body. (CSU/UC) AA/AS Area H

PE 114: Introduction to Kinesiology

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as PE 114 or HED 114; credit awarded for only one course.

This course introduces students to the discipline of kinesiology, focusing on the importance of physical activity, the knowledge base of the discipline, and careers in physical activity professions. (CSU)

PE 116: Career Opportunities in Wellness and Fitness

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as PE 116 or HED 116; credit awarded for only one course.

This course surveys various career opportunities in the field of wellness and fitness. Students learn about the different academic pathways and certifications necessary to become a qualified professional in this field. Current wellness and fitness professionals are interactive guest speakers to aid students in their goal process. (CSU)

PE 117: Basketball

0.5-2 Units. 2 lab hrs/wk. Repeat: 3. No prerequisite.

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. 3 lecture hrs/wk. Repeat: 1. No prerequisite. Can be taken as HED 118 or PE 118; credit awarded for only one course.

This course is designed for personal fitness trainers, athletes, coaches and parents who are seeking sports-specific nutrition for aerobic, anaerobic and speed-endurance training. Topics include 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. 3 lecture hrs/wk. No prerequisite. Advisory: HED 116 or PE 116. Can be taken as HED 119 or PE 119; credit awarded for only one course.

This course is designed to help students become more effective wellness and fitness professionals. Students develop a toolbox of practical teaching, learning and evaluation methods to increase their ability to convey their knowledge to others in this field and more successfully impact their future clients, students, or athletes. (CSU)

PE 120: Introduction to Sport and Exercise Psychology

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as PE 120 or PSY 130; credit awarded for only one course.

This course examines the psychological theories and techniques that are applied to sport, exercise and other achievement-related situations. The course emphasizes the enhancement of performance and personal growth of athletes, coaches, and exercise participants. Students also learn mental skills that they can transfer from sport and exercise settings to their everyday lives. (CSU)

PE 121: Personal Trainer Certification Course

3.5 Units. 3 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: BIOL 107 or PE 107.

This course prepares students to meet the stringent certification standards set forth by the American Council on Exercise (ACE). Through a variety of health and fitness training and evaluation techniques, students engage in an assortment of practical experiences while developing a thorough understanding of core exercise concepts and principles. Practical scientific theory as well as the hands-on application skills necessary for the delivery of safe and effective health and fitness within the general population are emphasized. 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. 2 lecture and 1.5 lab hrs/wk. No prerequisite.

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 124: Athletic Coaching Education: Positive Coaching Alliance Certification

2.0 Units. 2 lecture hrs/wk. No prerequisite.

This course is designed to prepare to meet certification standards set forth by the Positive Coaching Alliance (PCA). Students build professional and career coaching capabilities, better leadership skills, better functioning teams, and more change-capable organizations. (CSU)

PE 125A: Fitness

0.5-2 Units. 1.5 lab hrs/wk. Repeat: 3. No prerequisite.

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. (CSU/UC) AA/AS Area H

PE 125C: Aerobic Fitness

0.5-2 Units. 2 lab hrs/wk. Repeat: 3. No prerequisite.

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. (CSU/UC) AA/AS Area H

PE 125D: Fitness, Intercollegiate Sport

0.5-2 Units. 2 lab hrs/wk. Repeat: 3. No prerequisite.

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. (CSU/UC) AA/AS Area H

PE 125F: Aquatic Calisthenics

1-2 Units. 3 lab hrs/wk. Repeat: 3. No prerequisite.

This course is an exercise program performed in the pool, using water resistance to improve fitness. Students 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. 2 lab hrs/wk. Repeat: 3. No prerequisite.

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. (CSU/UC) AA/AS Area H

PE 125K: Fitness, Walking

0.5-2 Units. 2 lab hrs/wk. Repeat: 3. No prerequisite.

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 develop cardiovascular fitness, reduced stress, and lower body fat composition. (CSU/UC) AA/AS Area H

PE 126: Plyometric Training

0.5-2 Units. 2 lab hrs/wk. Repeat: 3. No prerequisite.

This course utilizes plyometric training techniques to enhance competitive athletic performance in conjunction with "boot camp training," working core level muscles, aerobic and anaerobic capacities, and upper body strength. (CSU/UC) AA/AS Area H

PE 129: Golf

1-2 Units. 3 lab hrs/wk. Repeat: 3. No prerequisite.

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. (CSU/UC) AA/AS Area H

PE 132: Individual Activities

1.0 Unit. 3 lab hrs/wk. Repeat: 3. No prerequisite.

This course is designed for the student who is unable to enroll in a regularly scheduled physical activity class. Individual fitness programs are developed and logged by each student with guidance from the instructor to meet personal fitness goals. (CSU/UC) AA/AS Area H

PE 143: Introduction to Sports Medicine

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: PE 107 or BIOL 107. Can be taken as PE 143 or HED 143; credit awarded for only one course.

This course introduces methods of prevention, recognition, evaluation, rehabilitation, reconditioning, taping, and immediate care of athletic injuries to the upper and lower extremities. The course can benefit coaches from all sports, students interested in the athletic training profession, and the physically active individual. Anatomy, mechanism-of-injury, and pathology are stressed. (CSU/UC)

PE 146: Triathlon Training

0.5-2 Units. 2 lab hrs/wk. Repeat: 3. No prerequisite.

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. (CSU/UC) AA/AS Area H

PE 147: Soccer

0.5-2 Units. 2 lab hrs/wk. Repeat: 3. No prerequisite.

This course emphasizes the development of soccer technical skills, knowledge of game rules, indoor and outdoor soccer team tactics, and systems of play. This course teaches and builds upon the fundamentals of soccer in order to enhance the future soccer performance of all students. (CSU/UC) AA/AS Area H

PE 150: Softball

1-2 Units. 3 lab hrs/wk. Repeat: 3. No prerequisite.

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. (CSU/UC) AA/AS Area H

PE 155: Swimming

0.5-2 Units. 1.5 lab hrs/wk. Repeat: 3. No prerequisite.

This course presents a variety of strokes and skills necessary to be competent in the aquatic environment. Emphasizes stroke and endurance development. (CSU/UC) AA/AS Area H

PE 156: Instructional Lap Swimming

0.5-2 Units. 2 lab hrs/wk. Repeat: 3. Prerequisite: Knowledge and demonstration of efficient swimming skill.

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. (CSU/UC) AA/AS Area H

PE 160: Tennis

0.5-2 Units. 2 lab hrs/wk. Repeat: 3. No prerequisite.

This course familiarizes students with the game of tennis, emphasizing fundamental skills and strategy for all skill levels. (CSU/UC) AA/AS Area H

PE 164: Sports Conditioning

0.5-2 Units. 2 lab hrs/wk. Repeat: 3. No prerequisite.

This course instructs students in the various forms of conditioning and training techniques used in different sports, emphasizing muscle balance, breath control, aerobic training, anaerobic training, flexibility, nutrition, time management, injury prevention, and strength training. (CSU/UC) AA/AS Area H

PE 167: Volleyball

0.5-1 Unit. 2 lab hrs/wk. Repeat: 3. No prerequisite.

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. (CSU/UC) AA/AS Area H

PE 169: Weight Training

0.5-2 Units. 2 lab hrs/wk. Repeat: 3. No prerequisite.

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. (CSU/UC) AA/AS Area H

PE 173A: Yoga, Beginning

0.5-2 Units. 2 lab hrs/wk. Repeat: 3. No prerequisite.

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. (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. Ten to fifteen activity hours weekly. Prerequisite: Team member.

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. 1 lecture and 3 lab hrs/wk. Repeat: 3. 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

1.5 Units. 1 lecture and 1.5 lab hrs/wk. Repeat: 3. No prerequisite.

This course, for intermediate/advanced soccer players looking to further their knowledge of the sport, emphasizes the history and evolution of the game of soccer, defensive and offensive tactics, training methods, current trends, and the rules of the game. Includes soccer-themed training in strength, speed, and agility. (CSU/UC) AA/AS Area H

PE 192A: Basketball Theory

2-3 Units. 1 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite.

This course helps students understand the fundamentals of playing and coaching basketball. Individual and team skills development are stressed. (CSU/UC) AA/AS Area H

PE 193A: Swimming Theory

1.5 Units. 1 lecture and 1.5 lab hrs/wk. Repeat: 3. No prerequisite.

This intensive course helps students understand and utilize the fundamentals and theory of training and competing in the sport of swimming. Emphasizes the development of individual technique and skills. (CSU/UC) AA/AS Area H

PE 194: Volleyball Theory

1.5 Units. 1 lecture and 1.5 TBA hrs/wk. Repeat: 3. No prerequisite.

This intensive course helps students understand and utilize the fundamentals and theory of training and competing in the sport of volleyball. Emphasizes the development of individual technique and skills. (CSU) AA/AS Area H

PE 196: Softball Theory

2-3 Units. 1 lecture and 3 TBA hrs/wk. Repeat: 3. 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. (CSU/UC) AA/AS Area H

PE 198: Track and Field Theory

1.5 Units. 1 lecture and 1.5 lab hrs/wk. Repeat: 3. No prerequisite.

An intensive course designed to help students understand and utilize the fundamentals and theory of training for and competing in the sport of track and field. The class emphasizes the development of team and individual techniques and skills. (CSU) AA/AS Area H

PE 216A: American Red Cross Lifeguard Training

1.5 Units. 1 lecture and 1.5 lab hrs/wk. Repeat: 99. Prerequisite: Students must be able to perform the following pretest: [1] Tread water continuously in the diving pool for two minutes using legs only; [2] Swim 500 yards continuously with no time limit using the following strokes: crawl stroke, breast stroke, side stroke for at least 100 yards each; [3] Submerge to a minimum depth of seven feet and retrieve a ten-pound object and return to the surface with the object at no time limit. Can be taken as HED 216A or PE 216A; credit awarded for only one course.

This course is designed for those desiring to fulfill the requirements for the American Red Cross Lifeguard Certification. (CSU)

PE 267: Advanced Volleyball

0.5-1 Unit2 lab hrs/wk. Prerequisite: Students must be competent in all the fundamentals such as serving, passing, setting, and hitting.

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
Benjamin Jose
Department Phone: (415) 485-9510

Transfer

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

A.S. IN PHYSICS*

The physics major is offered only at the Kentfield Campus.
*Please note: the requirements for this degree must be completed by the end of the 2013 summer session.

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
TOTAL UNITS			**51**

PHYSICS COURSES (PHYS)

PHYS 108A: General Physics I

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Math 104 or sufficient score on the Math Assessment Test. Advisory: Math 121.

This course introduces topics in physics including motion, forces, energy, oscillation, waves, fluids, heat, and thermodynamics. Emphasizes problem-solving based in algebra and trigonometry, as well as laboratory investigations and experimental techniques. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A and 5C

PHYS 108AC: General Physics I (Calculus Supplement)

1.0 Unit. 1 lecture hrs/wk. Prerequisite: Physics 108A or concurrent enrollment, and Math 121 or sufficient score on the Math Assessment Test.

Covers basic concepts of kinematics, forces, rotational motion, fluids, oscillations, and waves, heat, and thermodynamics with a calculus-based set of problem assignments. (CSU/UC) CSU Area B-1

PHYS 108B: General Physics II

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: PHYS 108A.

A continuation of introductory topics in physics, focusing on the basic laws and concepts of electricity and magnetism, including the treatment of electric fields, charges and potentials, capacitance, electric current, basic DC and AC circuits, magnetism, electromagnetic induction, electromagnetic waves, light, and geometric optics. Emphasizes problem-solving based in algebra and trigonometry, as well as laboratory investigations and experimental techniques. (CSU/UC) CSU Area B-1 and B-3, IGETC Area 5A and 5C

PHYS 108BC: General Physics II (Calculus Supplement)

1.0 Unit. 1 lecture hrs/wk. Prerequisite: PHYS 108B or concurrent enrollment, and Math 122.

An introduction to the fundamental concepts of electricity, magnetism, light, and modern physics with a calculus-based set of problem assignments. (CSU/UC) CSU Area B-1

PHYS 110: Introductory Physics

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

An introduction to the development and manifestation of the basic physical laws, the process of scientific inquiry and discovery, and the relationship and responsibilities of science to society. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

PHYS 110L: Conceptual Physics Laboratory

1.0 Unit. 3 lab hrs/wk. Prerequisite: PHYS 110 or concurrent enrollment.

This laboratory course introduces basic physical laws covered in PHYS 110. Experiments revealing basic physical laws are performed with an emphasis on scientific laboratory, experimental, and data-interpretation techniques. (CSU/UC) CSU Area B-3, IGETC Area 5C

PHYS 207A: Mechanics and Properties of Matter

5.0 Units. 4 lecture and 3 lab hrs/wk. Prerequisites: Math 123, and Math 124 or concurrent enrollment.

This course develops the physical laws, concepts, and mathematical tools needed to describe motion and the action of forces. Central ideas include Newton's laws of motion, conservation of energy, and conservation of linear and angular momentum. Emphasizes problem solving. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A and 5C

PHYS 207B: Electricity and Magnetism

5.0 Units. 4 lecture and 3 lab hrs/wk. Prerequisites: Physics 207A, and Math 223 or concurrent enrollment.

This course develops both microscopic and macroscopic descriptions of electricity and magnetism. The microscopic viewpoint is described by Maxwell's four equations, which relate electric and magnetic fields to electric charges and currents, and by Coulomb's law. The macroscopic description involves simple AC and DC circuit analysis, which includes Ohm's law and the concepts of resistance, capacitance, inductance, impedance, and electrical resonance. (CSU/UC) CSU Area B-1 and B-3

PHYS 207C: Heat, Light, Sound, and Modern Physics

5.0 Units. 4 lecture and 3 lab hrs/wk. Prerequisites: PHYS 207A, and Math 223 or concurrent enrollment.

This course develops the concepts and laws describing four different but related topics. The major ideas include the first and second laws of thermodynamics, kinetic theory of gases, interference and diffraction of light and sound waves, optical instruments, atomic structure of matter, nuclear physics, and a brief introduction to quantum theory. (CSU/UC) CSU Area B-1 and B-3

POLITICAL SCIENCE

Political science is the study of government and politics. The major in political science is primarily designed for the student who desires a liberal arts education with a political science emphasis and who plans to enter a career in government service or public administration, seeks training for positions in the overseas agencies of the United States government, intends to pursue the study of law, or who wants to specialize in journalism or writing with an emphasis on government.

Career Options

Administrative Assistant, Attorney, Campaign Aide/Manager, City/County Manager, Claims Examiner, Congressional Staff Member, Consumer Protection Specialist, Contract Administrator, Customs Inspector, Diplomat, Economist, Elected Official, Environmental Studies, Equal Opportunity Specialist, Foreign Service Officer, Global Studies, International Relations Specialist, Labor Organizer, Labor Relations Manager, Law Clerk, Legislative Aide, Lobbyist, Paralegal Assistant, Patent Examiner, Political Scientist, Public Administrator, Public Information Officer, Research Specialist, Teacher, Union Representative, Urban/Regional Planner, Writer/Journalist

Faculty
Yolanda Bellisimo, 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. Please see a counselor for more information as curriculum requirements may vary among transfer universities.

A.A. IN POLITICAL SCIENCE*

The Political Science Program provides transfer, general education, general interest courses, as well as an Associate in Arts degree. The Associate degree in Political Science is primarily designed for the student who desires a liberal arts education with a political science emphasis. Courses are offered at either campus to fulfill requirements for the major.

*Please note: the requirements for this degree must be completed by the end of the 2013 summer session.

REQUIREMENTS			UNITS
POLS	101	Introduction to the Government of the United States	3
POLS	102	Comparative Political Systems	3
POLS	103	Political Theory	3
POLS	104	International Relations	3
And 6 additional units (two courses) from the following:			
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
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
TOTAL UNITS			**18**

POLITICAL SCIENCE COURSES (POLS)

POLS 100: American Political Institutions

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

This course surveys American political institutions, roles, processes and problems at the national, state, and local level. Emphasis is on the political values of our society and how these values are reflected in institutions, processes, and policies. Students learn to question, analyze, and interpret public policy and current events and discover how they, as citizens, can help shape and influence government policy. (CSU/UC) AA/AS Area B or F, CSU Area D-8, IGETC Area 4, CSU U.S. History, Constitution, and American Ideals

POLS 101: Introduction to the Government of the United States

3.0 Units. 3 lecture hrs/wk. No prerequisite. POLS 101 is recommended over POLS 100 for majors in prelegal, social sciences, liberal arts, and teaching.

An introduction to political science as a survey of American government. Students learn methods of political analysis and the application of these methods to the study of American government. The course emphasizes national government but provides an understanding of government at the state and local level as well. Students develop insights into the clash of ideas in American politics and how they can influence political outcomes. (CSU/UC) AA/AS Areas B or F, CSU Area D-8, IGETC Area 4, CSU U.S. History, Constitution, and American Ideals

POLS 102: Comparative Political Systems

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

This course is designed to help students gain knowledge of the world's diverse political structures and practices. It focuses on specific countries and general concepts used to interpret the key political relationships found in virtually all national politics. (CSU/UC) AA/AS Area B, CSU Area D-8, IGETC Area 4

POLS 103: Political Theory

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

An introduction to the history of political thought from Plato to the present. Present examples of the theory and practice of politics and the description and analysis of political behavior are related to great political thinkers of the past. New approaches to solve political and social problems are discussed. (CSU/UC) AA/AS Area B, CSU Area D-8, IGETC Area 4

POLS 104: International Relations

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

This course is designed to introduce students to the theory and practice of international relations. The course identifies the various players in global politics and describes and explains their behavior and the structure of the international system in which they operate. Included is an examination of not only the traditional subjects of international relations, such as power, nationalism, diplomacy, and war, but also those transnational factors that have come to play a critical role in an increasingly interdependent world, such as immigration, trade and economic/financial activities, the environment, human rights, and terrorism. (CSU/UC) AA/AS Area B, CSU Area D-8, IGETC Area 4

POLS 117: The Middle East: A Political Perspective

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

This course surveys the major political developments in the Middle East in their historical and cultural context from the rise of Islam to the present, emphasizing the developments of the post-Cold War period and contemporary politics. The wide range of viewpoints regarding the role of political elites, great powers, oil, the Arab-Israeli conflict, gender politics, and factors impacting the growth of democracy in the Middle East are explored. (CSU/UC) CSU Area D-8

POLS 125: Research Methods and Term Papers in Political Science

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

This course focuses on the elements of critical thinking and methods of research in the social sciences and develops skills required to organize such thought and research into effective, college level presentations. Students are encouraged to select areas of research from other courses taken during the semester or from areas of special interest including politics, history, economics, education, women's studies, ethnic studies, current issues, and issues of community concern. (CSU/UC)

POLS 201: Understanding Globalization

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

This course explores the current wave of global political, economic, and social change, and the opportunities and challenges it brings to states, institutions, and individuals. Focus is on what the individual needs to know and understand to be an effective participant in these rapidly-changing global phenomena. (CSU/UC) AA/AS Area B, CSU Area D-7, IGETC Area 4

POLS 203: Understanding Terrorism

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

Using lecture, discussion, and video, this course provides an understanding of terrorism from historical, political, ideological, and religious perspectives. It 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. (CSU/UC) AA/AS Area B

POLS 210: War, Peace, and the United Nations

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

This course introduces the study of diplomacy in international crises, emphasizing the role of the United Nations and other international organizations in processes and politics that prevent war and preserve peace. Students learn to question, analyze, and interpret international news and events to understand the role of negotiation and

mediation in international relations. (CSU/UC) AA/AS Area B, CSU Area D-8, IGETC Area 4H

POLS 211: Women in American History and Politics

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as POLS 211 or HIST 211; credit awarded for only one course.

This course, a social and political history of women and women's movements in American society, examines the development of American institutions and ideals with respect to women's roles and status; analyzes women's relationship to economic, political, and social processes; explores cultural models of womanhood; and examines how women define themselves and how they have enacted change. Key themes include the diversity of American women and developing a framework for understanding gender in relation to race, ethnicity, class, sexuality, and religion. Includes research in both primary and secondary sources. (CSU/UC) AA/AS Areas B, F, or G; CSU Areas D-4, D-6, and D-8; IGETC Area 4

POLS 212: History and Politics of Modern Asia

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as HIST 212 or POLS 212; credit awarded for only one course.

This course introduces the history and politics of Asia since 1945, including the study of East, South, and Southeast Asia. The course emphasizes the political outcomes of the development of Asia as a consequence of both internal societal influences as well as external political and economic pressures. (CSU)

POLS 215: Survey of Current Issues

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as ECON 215, POLS 215, or SSC 215; credit awarded for only one course.

This course is an opportunity to critically examine and discuss significant world developments and to attempt to understand the sources of those developments. Student focus on issues of particular interest and share that information with the group. When possible, informed participants in world and national events meet with the class to share insights. (CSU)

POLS 219: The Politics of the United States Presidency

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

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. (CSU) CSU Area D-8
Please note: the transferability of this course to the UC is under review. Please check ASSIST for current transfer information.

POLS 220: American Foreign Policy

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

A survey of the theoretical, historical, and empirical factors involved in the formation of United States foreign policy since World War II, this course focuses on the causes and consequences of America's role in the world during both the Cold War and post Cold War periods. Particular attention is paid to contemporary problems such as globalization, climate change, and terrorism, and how these are influenced by the dynamics of America's history, political culture, and government system. (CSU/UC) AA/AS Area B, CSU Area D-8, IGETC Area 4

PSYCHOLOGY

The course offerings are designed to familiarize students with the facts, theories, and contemporary trends in psychology and human development and how these principles can be incorporated into a meaningful understanding of oneself. For students intending to major in psychology, there are several areas of concentration and career options.

Career Options
Activities Director, Administrator, Advertising Account Executive, Art Therapist, Child Psychologist, Clinical Psychologist, Community Mental Health Worker, Correctional Officer, Counselor, Customer Service Representative, Drug/Alcohol Counselor, Employee Relations Specialist, Employment Interviewer/Counselor, Experimental Psychologist, Industrial Psychologist, Manpower Development Specialist, Market Research Analyst, Marriage, Family and Child Counselor, Minister, Personnel Specialist, Probation/Parole Officer, Program Director, Psychiatric Social Worker, Psychiatric Technician, Psychiatrist, Psychometrist, Public Health Educator, Public Relations Representative, Recreation Specialist/Therapist, Rehabilitation Counselor, Research Assistant, Residential Counselor, Sales Representative, School Psychologist, Special Education, Speech Pathologist/Therapist, Statistician, Training Specialist, Welfare Worker, Youth Organization Leader

Faculty
Paul Christensen, Dikran J. Martin
Department Phone: (415) 485-9630

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

A.A.-T. IN PSYCHOLOGY

Associate in Arts in Psychology for Transfer
This degree is intended for students who plan to transfer to the California State University (CSU) with a major in psychology. Students who complete the degree will be guaranteed admission to a CSU campus and will be prepared to pursue a bachelors' degree in a similar major.

The Associate in Arts in Psychology for Transfer (AA-T) offers a breadth of courses in the discipline and allows the students to satisfy the lower division major preparation requirements. The degree introduces students to the theories and practices in psychology. Upon completion of the degree, students will be able to identify and describe the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology. Students will apply the scientific method and critical thinking skills to formulate and evaluate valid hypotheses in the field as well as describe how psychological principles are applied in business, industry, childrearing and social interactions. Furthermore, students will be able to articulate how basic psychosocial factors influence behavior, attitudes, and personal presuppositions.

To complete the Associate in Arts in Psychology for Transfer (AA-T) degree, a student must:

- Complete the Psychology major requirements, and
- Choose either the CSU GE-Breadth or IGETC pattern* (*up to a total of 12 units may be double counted), and
- Complete CSU-transferable electives to meet the minimum 60 units to transfer to the California State University (CSU), and
- Maintain a minimum grade point average of 2.0.

REQUIREMENTS			UNITS
Required Core Courses (10 units)			
MATH	115	Probability and Statistics	4
PSY	110	Introduction to Psychology	3
PSY	205	Introduction to Research Methods and Data Analysis in Psychology	3
Required Elective (choose one course; 3 units):			
BIOL	110	Introduction to Biology	3
BIOL/PSY	251	Biological Psychology	3
Required Elective (choose one course; 3 units):			
PSY	112	Child and Adolescent Psychology	3
PSY	114	The Psychology of Human Development: Lifespan	3
PSY	204	Abnormal Psychology	3
PSY/SOC	230	Social Psychology	3
Required Elective (choose one course; 3 units):			
PSY	111	Personality Dynamics and Effective Behavior	3
TOTAL UNITS			**19**

PSYCHOLOGY COURSES (PSY)

PSY 110: Introduction to Psychology

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

This course examines traditional areas of psychological investigation from a scientific perspective. Topics include scientific methodology, human development, personality, psychological measurement, psychopathology, psychotherapy, motivation, perception, social influences on behavior, cognitive processes, learning, and biological basis of behavior. (CSU/UC) AA/AS Area B, CSU Area D-9 or E, IGETC Area 4

PSY 111: Personality Dynamics and Effective Behavior

3.0 Units. 3 lecture hrs/wk. No prerequisite. Students may not receive credit for both PSY 111 and 116.

This course presents the major theoretical and research perspectives on personality description, development, dynamics, and change. 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. (CSU/UC) AA/AS Area B, CSU Area D-9 or E, IGETC Area 4

PSY 112: Child and Adolescent Psychology

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

This course emphasizes the understanding of children and adolescents through the study of the psychological and developmental changes they undergo. The course examines physiological, social/emotional, cognitive, and personality development from birth through adolescence. (CSU/UC) AA/AS Area B, CSU Area D-9 or E, IGETC Area 4

PSY 114: The Psychology of Human Development: Lifespan

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

This course examines human development from conception through old age. Physical, intellectual, social, and personality development are included. Emphasis is placed on the continuity of development as well as on individual differences. (CSU/UC) AA/AS Area B, CSU Area D-9 or E, IGETC Area 4

PSY 116: Theories of Personality

3.0 Units. 3 lecture hrs/wk. No prerequisite. Students may not receive credit for both PSY 111 and 116.

A survey of the major theories of personality. Psychoanalytic, interpersonal, humanistic, behavioral, social-cognitive, and trait theories are covered. (CSU/UC) AA/AS Area B, CSU Area D-9, IGETC Area 4

PSY 125: Psychology of Violence

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

This course examines the psychological bases of violence against self, intimates, associates, and strangers in such diverse settings as the home, workplace, school, streets, and other public places. Theories explaining violent behavior as the result of biology, of shame and low self-esteem, of failures of attachment, empathy, and guilt, of media violence, and of prejudice and hatred are examined. The roles of prisons, drugs, guns, poverty, racism, sexism, homophobia, and mental illness in precipitating violence are assessed. (CSU)

PSY 130: Introduction to Sport and Exercise Psychology

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as PSY 130 or PE 120; credit awarded for only one course.

This course examines the psychological theories and techniques that are applied to sport, exercise and other achievement-related situations. The course emphasizes the enhancement of performance and personal growth of athletes, coaches, and exercise participants. Students also learn mental skills that they can transfer from sport and exercise settings to their everyday lives. (CSU)

PSY 140: Marriage, Family, and Intimate Relationships

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as PSY 140 or SOC 140; credit awarded for only one course.

This course offers students a theoretical and practical understanding of the variety of intimate social and family relationships existing in contemporary society. While the course covers traditional marriage and nuclear family relationships, it also emphasizes other lifestyles, e.g., singles, gay, blended families, etc. (CSU/UC) AA/AS Area B, CSU Area D-7 or E, IGETC Area 4

PSY 145: Psychology in Modern Life

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

This course examines the psychological, physiological, and sociocultural factors involved in personality development, interpersonal relationships, and social processes. The course teaches important psychological principles, concepts, skills, and research, with the goals of improving the quality of our own lives and relationships. It

emphasizes knowledge, insights, and skills that students can apply to their own lives, particularly in areas such as life satisfaction, personal satisfaction, careers, relationships, health, and stress management. (CSU) AA/AS Area B, CSU Area D-9 or E

PSY 204: Abnormal Psychology

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: PSY 110.

Principles of general psychology applied to the field of psychopathology. A survey of the major diagnostic disorders together with the theories of the cause of mental illness, and of the major psychotherapeutic methods in relation to their practical and theoretical value. This introduction to abnormal psychology is directed toward those with an interest in applied psychology. (CSU/UC) AA/AS Area B, CSU Area D-9, IGETC Area 4

PSY 205: Introduction to Research Methods and Data Analysis in Psychology

3.0 Units. 3 lecture hrs/wk. Prerequisite: PSY 110. Advisory: Math 115 or STAT 115. Can be taken as PSY 205 or SOC 205; credit awarded for only one course.

This course prepares students for upper-level division work in the psychology and sociology majors. The course examines the following topics: conducting Internet and library research; formulating testable hypotheses; methods of examining processes, causality, the power of social events, and the associations between phenomena; and appropriate selection and use of nonparametric and parametric statistics. (CSU/UC) AA/AS Area B or E, CSU Area D-9 or D-0, IGETC Area 4

PSY 230: Social Psychology

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as PSY 230 or SOC 230; credit awarded for only one course.

This interdisciplinary course covers sociological and psychological approaches to important social phenomena. The diverse topics include altruism; attitude formation and attitude change; conformity; person perception and social labeling; reference groups; social conflict and conflict resolution; human aggression; intergroup processes; intragroup processes; interpersonal attraction; social networks, statuses and roles; and the social development of the self. (CSU/UC) AA/AS Area B, CSU Area D-7, IGETC Area 4

PSY 251: Biological Psychology

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as PSY 251 or BIOL 251; credit awarded for only one course.

This class explores the basic brain processes underlying the functioning of the human mind. Topics include basic synaptic 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. 1.5 lecture and 4.5 lab hrs/wk. Repeat: 1. No prerequisite. Corequisite: PSY 110 or 112 or SOC 110. May be taken as PSY 252 or BEHS 252; credit awarded for only one course.

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

REAL ESTATE

The Real Estate Program is designed to serve the individual planning to enter the real estate profession, the person who wishes to improve skills and qualify for the real estate sales and broker's license, and active professionals working on license renewal. Upon completing the Real Estate Program, students are eligible for positions in real estate sales offices, banks, savings and loan corporations, title companies, escrow companies, organizations, and as independent real estate brokers.

Career Options

Appraiser, Escrow Officer, Loan Officer, Mortgage Lender, Property Developer, Property Manager, Real Estate Agent, Real Estate Broker, Real Estate Counselor, Sales Agent

Department Phone: (415) 485-9610

A.S. IN REAL ESTATE, OCCUPATIONAL

(Certificate of Achievement also awarded. Skills Certificates in Real Estate Appraisal, Finance, Law, and Property Management also available.)

Courses are offered at both campuses. Students may take classes at either campus and complete requirements for the major. Real estate brokers and sales persons must also pass an examination given by the State of California, Department of Real Estate. Students who complete only the six real estate courses required for the major (Real Estate 115, 116, 117, 210, 212, and 215) are eligible for the Certificate of Achievement. An Associate in Science degree is awarded for satisfactory performance in major courses (six Real Estate courses listed plus Business 101, 107, and 112) as well as completion of general education and graduation requirements.

REQUIREMENTS			UNITS
Freshman Year			
BUS	101	Introduction to Business	3
BUS	107	Business Law	3
REAL	115*	Real Estate Principles	3
REAL	116*	Real Estate Practice	3
REAL	117*	Legal Aspects of Real Estate	3
Sophomore Year			
BUS	112	Financial Accounting	4
REAL	210*	Real Estate Finance	3
REAL	212*	Real Estate Appraisal I	3
REAL	215*	Real Estate Economics	3
*Courses required for Certificate of Achievement only.			
TOTAL CERTIFICATE OF ACHIEVEMENT UNITS			**18**
TOTAL A.S. DEGREE UNITS			**28**

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
Real Estate Appraisal Skills Certificate			
REAL	115	Real Estate Principles	3
REAL	116	Real Estate Practice	3
REAL	212	Real Estate Appraisal I	3
Real Estate Finance Skills Certificate			
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 115: Real Estate Principles

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

This fundamental real estate course emphasizes the basic concepts and terminology necessary for understanding the complexities of the real estate profession. This course, plus REAL 116, plus one other elective course, are required to sit for the Real Estate Salesperson's Exam. This is also one of the eight courses required to sit for the Real Estate Broker's Exam. (CSU)

REAL 116: Real Estate Practice

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: REAL 115.

This course introduces students to the day-to-day practice in a real estate office. It includes understanding agency obligations inherent in real estate practice and provides practice in the basic skills necessary to succeed in a real estate career. This course, plus REAL 115, plus one other elective course, are required to sit for the Real Estate Salesperson's Exam. This is also one of the eight courses required to sit for the Real Estate Broker's Exam. (CSU)

REAL 117: Legal Aspects of Real Estate

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: REAL 115.

A study of California real estate law covering agency, contracts, disclosures, landlord/tenant disputes, development and the environment, property taxes, common interest subdivisions, escrow and title insurance boundary disputes, and the effects of trusts and bankruptcy on property transactions. This course is one of the acceptable electives for obtaining a Real Estate Sales license and is also one of the eight courses required to sit for the Real Estate Broker's Exam. (CSU)

REAL 210: Real Estate Finance

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: REAL 115.

A study of real estate finance includes lending policies and problems, financing residential and commercial properties, and the Federal and State entities that oversee lending practices. This course is one of the acceptable electives for obtaining a Real Estate Sales license and is also one of the eight courses required to sit for the Real Estate Broker's Exam. (CSU)

REAL 212: Real Estate Appraisal I

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

This introductory course covers the purposes of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various property types. This course is one of the acceptable electives for obtaining a Real Estate Sales license and is also one of the eight courses required to sit for the Real Estate Broker's Exam. (CSU)

REAL 215: Real Estate Economics

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: REAL 115.

This course provides the means to interpret economic activities for the mutual benefit of property owners, investors, and real estate professionals. It includes relating business and real estate cycles to forecasting land use and capital growth patterns, the clash of land use controls, and the dynamics of community demographics and property investment alternatives. This course is one of the acceptable electives for obtaining a Real Estate Sales license and is also one of the eight courses required to sit for the Real Estate Broker's Exam. (CSU)

REAL 217: Advanced Real Estate Appraisal II

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: REAL 212.

This course addresses the appraisal of income producing properties and the techniques and methodology used by appraisers to convert cash flows into indicators of value. This course is one of the acceptable electives for obtaining a Real Estate Broker's License. (CSU)

REAL 218: Property Management

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: REAL 115.

This course identifies the tools and methods of managing income properties, emphasizing owner/tenant relations, evictions, contracts, cash flows, and employment regulations. It is one of the acceptable electives for obtaining a Real Estate Sales license and is also one of the eight courses required to sit for the Real Estate Broker's Exam. (CSU)

REAL 219: Escrows

3.0 Units. 3 lecture hrs/wk. Prerequisite: REAL 115.

This course emphasizes the methods and techniques of escrow procedures with an additional focus on the title industry and the complex considerations that can affect title. This course can enhance a student's ability to seek employment in not just real estate sales or appraisal, but also opens up employment opportunities in the escrow and title industries. This course is one of the acceptable electives for obtaining a Real Estate Sales license or a Real Estate Broker's License. (CSU)

REAL 220: California Loan Brokering

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: REAL 115.

This course introduces the student to the complex laws affecting the loan brokering business. It is designed for those already involved in a real estate career and for those considering a career in the real estate loan marketplace. It is also a valuable course for borrowers so that they can understand the loan process. This course is one of the acceptable electives for obtaining a Real Estate Sales license or a Real Estate Broker's License. (CSU)

SOCIAL SCIENCE

The social science field is interdisciplinary and designed for students who wish to gain a broader understanding of the social sciences than is possible in a major offered by a single discipline. The aim of the social science major is to provide an opportunity for students who wish to build on the foundation of their general education and become familiar with more than one area of social science.

Career Options
Civil Service Worker, Community Organizer, Educator, Environmental Studies, Foreign Service Worker, Journalist, Management Trainer, Public Administrator, Researcher, Social Worker, Statistician, Teacher, Urban Planner

Faculty
Yolanda Bellisimo, Henry Fearnley, Walter Turner
Department Phone: (415) 485-9630

SOCIAL SCIENCE COURSES (SSC)

SSC 115: Leadership and Governance

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

This course defines leadership and the development of leadership skills, including communication, facilitation, problem solving, and conflict resolution. Critical review of governance structure of the college and the district and comparison to other college governance structures. (CSU)

SSC 115AL: Leadership and Governance Learning Lab

1.0 Unit. 3 TBA hrs/wk. Repeat: 3. Prerequisite: SSC 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 of service on governance committees, providing an opportunity to apply critical thought to work experience situations in leadership and governance positions. (CSU)

SSC 115BL: Leadership and Governance Learning Lab

2.0 Units. 6 TBA hrs/wk. Repeat: 3. Prerequisite: SSC 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 of service on governance committees, providing an opportunity to apply critical thought to work experience situations in leadership and governance positions. (CSU)

SSC 125: Research Methods and Term Papers in Social Science

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

This course focuses on the elements of critical thinking and methods of research in the social sciences and develops skills required to organize such thought and research into effective, college level presentations. Students are encouraged to select areas of research from other courses taken during the semester or from areas of special interest including politics, history, economics, education, women's studies, ethnic studies, current issues, and issues of community concern. (CSU/UC)

SSC 215: Survey of Current Issues

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as ECON 215, POLS 215, or SSC 215; credit awarded for only one course.

This course is an opportunity to critically examine and discuss significant world developments and to attempt to understand the sources of those developments. Student focus on issues of particular interest and share that information with the group. When possible, informed participants in world and national events meet with the class to share insights. (CSU)

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

A.A.-T. IN SOCIOLOGY

Associate in Arts in Sociology for Transfer
This degree is intended for students who plan to transfer to the California State University (CSU) with a major in sociology.

The Associate in Arts in Sociology for Transfer (AA-T) provides students with a breadth of courses in sociology that prepares students in the theory, research, and methodologies of the discipline. The courses satisfy the lower-division major preparation requirements, allowing students to transfer into the sociology major or similar major at the CSU. The study of sociology explores the patterns in human behavior and tries to make sense out of the many forces in society that shape individual lives. Courses in sociology provide the tools and intellectual frameworks students can use to better understand the society in which they live.

To complete the Associate in Arts in Sociology for Transfer (AA-T) degree, a student must:

- Complete the Sociology major requirements, and
- Choose either the CSU GE-Breadth or IGETC pattern* (*up to a total of 12 units may be double counted), and
- Complete CSU-transferable electives to meet the minimum 60 units to transfer to the California State University (CSU), and
- Maintain a minimum grade point average of 2.0.

REQUIREMENTS			UNITS
Required Core Courses (7 Units)			
SOC	110	Introductory Sociology, Individual and Society	3
MATH	115	Probability and Statistics	4
Required Electives - choose two (6 Units)			
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
Required Electives - choose two (6 Units)			
SOC	140	Marriage and Family	3
SOC	184	Criminology	3
SOC/PSY	230	Social Psychology	3
TOTAL UNITS			**19**

SOCIOLOGY COURSES (SOC)

SOC 110: Introduction to Sociology

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

A course designed to develop a sociological perspective; it explores the relationship between individual and group behavior and the nature of societal and institutional influences upon individuals and groups, and the resulting patterns of behavior. The core areas of sociology are covered. (CSU/UC) AA/AS Area B, CSU Area D-0, IGETC Area 4

SOC 112: Social Deviance and Problems

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

Students identify and analyze contemporary forms of deviant behavior generally defined as social problems by members of society. The course includes theoretical considerations of these problems, observations and descriptive interpretations, and field application of the sociological knowledge required in the classroom. (CSU/UC) AA/AS Area B, CSU Area D-0, IGETC Area 4

SOC 114: Global Social Problems

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

An opportunity to review and analyze some of the most important social problems of the current age from a global perspective, this course centers upon contemporary descriptions of major social conflicts, international disputes, and natural disasters. The course provides sociological models for theoretical consideration and analysis. Topics may include resource war, religious and political terrorism, nuclear proliferation, poverty, population growth and migrations, sexual exploitation, drug smuggling, ecological pollution, and global warming. (CSU/UC) AA/AS Area B, CSU Area D-7, IGETC Area 4

SOC 140: Marriage, Family, and Intimate Relationships

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as SOC 140 or PSY 140; credit awarded for only one course.

This course offers students a theoretical and practical understanding of the variety of intimate social and family relationships existing in contemporary society. While the course covers traditional marriage and nuclear family relationships, it also emphasizes other lifestyles, e.g., singles, gay, blended families, etc. Within the context of each lifestyle, topics such as communication, social roles, sexual behavior, decision making, child rearing, and everyday life interaction are covered. (CSU/UC) AA/AS Area B, CSU Area D-7 or E, IGETC Area 4

SOC 184: Criminology

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

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

SOC 205: Introduction to Research Methods and Data Analysis in Sociology

3.0 Units. 3 lecture hrs/wk. Prerequisite: SOC 110. Advisory: Math 115 or STAT 115. Can be taken as SOC 205 or PSY 205; credit awarded for only one course.

This course prepares students for upper-level division work in the psychology and sociology majors. The course examines the following topics: conducting Internet and library research; formulating testable hypotheses; methods of examining processes, causality, the power of social events, and the associations between phenomena; and appropriate selection and use of nonparametric and parametric statistics. (CSU/UC) AA/AS Area B or E, CSU Area D-9 or D-0, IGETC Area 4

SOC 230: Social Psychology

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as SOC 230 or PSY 230; credit awarded for only one course.

This interdisciplinary course covers sociological and psychological approaches to important social phenomena. The diverse topics include altruism; attitude formation and attitude change; conformity; person perception and social labeling; reference groups; social conflict and conflict resolution; human aggression; intergroup processes; intragroup processes; interpersonal attraction; social networks, statuses and roles; and the social development of the self. (CSU/UC) AA/AS Area B, CSU Area D-7, IGETC Area 4

SPANISH

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

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

Faculty
Michele Martinisi, Rossana Pagani, Nadia Sanko
Department Phone: (415) 485-9348

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

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

A.A. IN SPANISH

Spanish language courses serve a dual purpose, which is to acquire structural and verbal skills, which satisfy both academic and cultural needs. The program serves both transfer students and those seeking self-enrichment. Students may take classes at either campus to fulfill requirements for the major.

REQUIREMENTS			UNITS
SPAN	101	Elementary Spanish I	5
SPAN	102	Elementary Spanish II	5
SPAN	203	Intermediate Spanish III	5
In addition, complete one course from the following:			
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
TOTAL UNITS			**18 to 19**

SPANISH COURSES (SPAN)

SPAN 101: Elementary Spanish I

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

A beginning course offering study and practice in speaking, understanding, reading, and writing Spanish, along with exploration of the cultural aspects of the Spanish-speaking world. The three-hour weekly laboratory requirement enhances the student's verbal and comprehension skills through the use of audiovisual materials. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 6: UC Language other than English

SPAN 102: Elementary Spanish II

5.0 Units. 4 lecture and 3 lab hrs/wk. Prerequisite: SPAN 101.

A continuing course offering study and practice in speaking, understanding, reading, and writing Spanish, along with exploration of the cultural aspects of the Spanish-speaking world. The three-hour weekly laboratory requirement enhances the student's verbal and comprehension skills through the use of audiovisual materials. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

SPAN 110: Conversational Spanish I

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

Use of modern colloquial Spanish with elementary grammar. Designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar. Oral practice in speaking, understanding, and correct pronunciation of Spanish, using audiovisual materials depicting everyday situations. (CSU)

SPAN 112: Conversational Spanish II

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: SPAN 110 or equivalent.

A beginning course offering students the opportunity to understand and speak Spanish using elementary grammar. The course is designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar. Students also work on acquiring good pronunciation in Spanish. The three-hour weekly website requirement enhances students' verbal and comprehension skills through listening and speaking. (CSU)

SPAN 114: Conversational Spanish III

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: SPAN 112.

A continuing course offering students the opportunity to understand and speak Spanish using elementary grammar. The course is designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar. Students also work on acquiring good pronunciation in Spanish. The three-hour weekly website requirement enhances students' verbal and comprehension skills through listening and speaking. (CSU)

SPAN 120: Spanish for Health Care Professionals I

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

This Spanish conversation course is designed for health care professionals and workers who wish to learn Spanish with the goal of applying it in their working environment. No prior knowledge of Spanish is needed. Fulfills continuing education requirements for registered nurses. (CSU)

SPAN 121: Spanish for Health Care Professionals II

3.0 Units. 3 lecture hrs/wk. Prerequisite: SPAN 120 or equivalent.

A continuing Spanish conversation course designed for health care professionals and workers who wish to learn Spanish with the goal of applying it in their working environment. Fulfills continuing education requirements for registered nurses. (CSU)

SPAN 122: Spanish for Teachers

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

This beginning Spanish course is designed to meet the basic needs of teachers who wish to learn Spanish with the goal of communicating with students and parents in their working environment. No prior

knowledge of Spanish is required. Fulfills continuing education requirements for teachers and is useful vocationally. (CSU)

SPAN 140: Spanish Immersion Studies A-D

5.5 Units. Prerequisite: Please refer to individual course descriptions for Spanish 101, 102, 203 or 204 for prerequisite information. 16 lecture and 12 laboratory hours weekly for 4 weeks, plus a 4-day, 32-hour field trip.

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. 4 lecture and 3 lab hrs/wk. Prerequisite: Spanish 102.

In-depth study of the language with grammar review, oral practice, composition, and introduction to literature. The language laboratory offers the use of audiovisual materials for improved fluency and accuracy in pronunciation as well as the presentation of cultural and literary topics. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

SPAN 203HB: Intermediate Spanish for Heritage and Bilingual Speakers

4.0 Units. 4 lecture hrs/wk. Prerequisite: Oral Fluency in Spanish.

An intermediate course tailored to the needs of bilingual students who have had little formal study of the Spanish language. This course focuses on reading, writing and vocabulary as well as cultural aspects of all Spanish-speaking countries. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

SPAN 204: Intermediate Spanish IV

4.0 Units. 4 lecture hrs/wk. Prerequisite: Spanish 203 or equivalent.

An intermediate course offering students practice in speaking, understanding, reading, and writing Spanish, primarily in relation to the history and culture of the Spanish-speaking world. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3-B and 6: UC Language other than English

SPAN 225: Advanced Spanish I

3.0 Units. 3 lecture hrs/wk. Prerequisite: Spanish 204 or equivalent.

An advanced course offering students practice in speaking, understanding, reading, and writing Spanish based on the civilization and culture of the Spanish-speaking world. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

SPAN 226: Advanced Spanish II

3.0 Units. 3 lecture hrs/wk. Prerequisite: Spanish 225 or equivalent.

An advanced course offering students further practice in speaking, understanding, reading, and writing Spanish based on the civilization and culture of the Spanish-speaking world. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

SPAN 228A: Advanced Spanish Conversation and Culture Through Film

1.0 Unit. 1 lecture hrs/wk. Prerequisite: SPAN 203.

This course introduces traditional and modern trends in Spanish and Latin American film, and to establish connections between sociocultural and political changes in Spanish-speaking countries and their films--the most artistic and expressive medium of the past century. An intermediate level of Spanish is required, as students will give oral and written presentations in Spanish. (CSU) AA/AS Area C

SPAN 228B: Advanced Spanish Conversation and Culture Through Film

2.0 Units. 2 lecture hrs/wk. Prerequisite: SPAN 203. This course introduces traditional and modern trends in Spanish and Latin American film, and to establish connections between sociocultural and political changes in Spanish-speaking countries and their films--the most artistic and expressive medium of the past century. An intermediate level of Spanish is required, as students will give oral and written presentations in Spanish. (CSU/UC) AA/AS Area C, CSU Area C-2

SPAN 228C: Advanced Spanish Conversation and Culture Through Film

3.0 Units. 3 lecture hrs/wk. Prerequisite: SPAN 203.

This course introduces traditional and modern trends in Spanish and Latin American film, and to establish connections between sociocultural and political changes in Spanish-speaking countries and their films--the most artistic and expressive medium of the past century. An intermediate level of Spanish is required, as students will give oral and written presentations in Spanish. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

SPAN 230A: Culture and Civilization of Spain and South America

3.0 Units. 3 lecture hrs/wk. Prerequisite: SPAN 102.

A study of the 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. 3 lecture hrs/wk. Prerequisite: SPAN 102.

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. 3 lecture hrs/wk. Prerequisite: SPAN 102.

A 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. 2 lab hrs/wk. Repeat: 3. Corequisite: Concurrent enrollment in a Spanish grammar course: SPAN 101, 102, 203, or 204. 32 laboratory hours during a 3-week field trip.

This course offers the opportunity for cultural immersion in a Spanish-speaking country alongside the grammatical study of SPAN 101, 102, 203 or 204. (CSU/UC)

SPEECH

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

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

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

SPEECH COURSES (SPCH)

SPCH 110: Introduction to Speech Communication

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

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. 3 lecture hrs/wk. No prerequisite.

This course introduces the theories, processes and principles of interpersonal communication, and builds self-confidence through oral communication performance experience. Through research and in-class oral presentations, students examine how human characteristics and the communicative environment affect the way people communicate. Students demonstrate and apply skills through presentations and written reflections. (CSU/UC) AA/AS Area E, CSU Area A-1, IGETC Area 1C

SPCH 122: Public Speaking

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

A survey course designed to introduce students to three specific areas of public speaking: informative speaking, persuasive speaking, and entertainment speaking. Emphasis is on analyzing the audience, adapting ideas and evidence in support of a thesis, developing language suitable to the occasion, and practicing delivery to effectively convey the message. The course develops critical listening skills through performance and evaluation. (CSU/UC) AA/AS Area E, CSU Area A-1, IGETC Area 1C

SPCH 128: Intercultural Communication

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

This introductory course surveys the basic theories and research in the area of intercultural communication, focusing on the application of this knowledge in understanding and improving human interaction in both domestic and international contexts. Students examine the social, societal, structural and historical dimensions of relations between and among racial, ethnic, and gender groups in contemporary U.S. society and our global community. (CSU/UC) AA/AS Areas C or E, and G, CSU Area D-7, IGETC 4G

SPCH 130: Small Group Communication

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: English 120 or 120SL.

This course offers practical experience in the techniques of leading and participating in small group discussions. Effective small group discussion techniques such as speaking on panels, symposiums, problem-solving groups, conflict resolution within small groups as well as leadership skills and parliamentary procedures are covered. This course is designed for students intending to major in speech (communication), business, international business, education, and all fields of study and certification that require group and team-building skills. (CSU/UC) AA/AS Area E, CSU Area A-1, IGETC Area 1C

SPCH 132: Argumentation and Persuasion

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

An argumentation and debate theory course designed to develop critical thinking skills through written and oral arguments. Students create written briefs on current issues. Each brief includes the stock issues of advocacy, an understanding of the stakeholders, their philosophical perspectives, and impacts on changing the status quo. (CSU/UC) AA/AS Area E, CSU Area A-1 or A-3, IGETC Area 1C

SPCH 140: Oral Interpretation of Literature I

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

This course introduces the field of oral interpretation of literature, emphasizing awareness and appreciation of prose and poetry, and what happens to the written word when it is read aloud for the listening pleasure of an audience. Recommended for speech and theatre arts majors. (CSU/UC) AA/AS Area C, CSU Area C-2

SPCH 141: Oral Interpretation of Literature II

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

This course introduces the field of oral interpretation of literature, emphasizing awareness and appreciation of prose and poetry, and what happens to the written word when it is read aloud for the listening pleasure of an audience. Recommended for speech and theatre arts majors. (CSU/UC) AA/AS Area C, CSU Area C-2

SPCH 155: Radio and Television Announcing and Performance

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

This course prepares students to communicate more effectively through the electronic and/or digital media. Students explore how to articulate messages, vary pitch and volume to the text and context, pronounce words according to accepted standards, express thoughts and feelings with confidence, understand and interpret the meaning of a message, and communicate ideas from a variety of prompts. (CSU)

STATISTICS

Department Phone: (415) 485-9630

STATISTICS COURSES (STAT)

STAT 115: Introduction to Statistics

4.0 Units. 4 lecture hrs/wk. Prerequisite: Math 103 or 103B or 103Y or sufficient score on Math Assessment Test. Credit awarded for either Math 115 or STAT 115, but not both courses.

This course is an introduction to statistics for students in social science and business disciplines. It covers descriptive statistics, probability, hypothesis testing, linear and multiple regression, correlation, sampling, statistical inference and time series analysis. Illustrations are taken from the various social sciences and from business. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

STUDY SKILLS

Department Phone: (415) 485-9345

STUDY SKILLS COURSES (STSK)

STSK 050: Understanding Learning Disabilities

0.5 Unit. 0.5 lecture hrs/wk. Repeat: 1. No prerequisite.

This class explores topics related to the field of learning disabilities, including causes of learning disabilities, effects of learning disabilities, evaluation, accommodations, and other relevant issues.

STSK 053: Basic Math Skills

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

This course serves students with basic math computation learning problems. Covers basic math skills, including addition, subtraction, multiplication and division of whole numbers, fractions, and decimals using a variety of resources.

STSK 054: Writing Improvement

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

This course, designed for students with language based learning disabilities, helps students write coherent paragraphs, and covers grammar, punctuation, sentence structure, and paragraph organization.

STSK 056: How to Study in College

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

This course, specifically for students with learning disabilities, teaches college-level study techniques. Major topics include setting goals, managing time, improving concentration and memory, taking notes, organizing study materials, reading textbooks, dealing with test anxiety, and preparing for and taking essay and multiple choice tests.

STSK 070-078: Study Skills Workshops

0.5 Unit. 26.25 lab hrs total. Repeat: 1. No prerequisite. Open-entry, open-exit classes.

A laboratory designed to provide individual testing and remediation of academic skills for students defined as having a dysfunction or delay in one or more processes or skills. Provides support for learning disabled students attending academic courses. STSK 70 must be taken by all new students.

STSK 070: Evaluation
STSK 076: Study Techniques
STSK 077: Adapted Computer Learning
STSK 078: Acquired Brain Injury

STSK 161: Seminar for Tutors

2.0 Units. 2 lecture hrs/wk. No prerequisite.

This course is offered in conjunction with the Tutoring and Learning Center and is designed to train students to become effective tutors at College of Marin. Students learn about the role of a tutor, effective communication, group tutoring strategies, learning styles, and study skills. (CSU)

STSK 161A: Instructional Resources for Tutors

0.5 Unit. 1 lecture and 3 lab hrs/wk. 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.

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. 2 lecture hrs/wk. Prerequisite: Enrolled in at least nine units, including two units for STSK 162.

This course is designed to train students to provide peer assistance to EOPS and VEA students in Student Affairs, orientation, EOPS counseling, and Health Services. Topics include peer counseling techniques, working with special student populations, and an overview of assessment and information on all student services. (CSU)

WORK EXPERIENCE EDUCATION

Cooperative Work Experience Education offers the student the opportunity to earn college credit for planned learning activities related to employment. Working students, with the assistance of an instructor-coordinator and the on-job supervisor (employer), set up goals to be accomplished during the school term. This may include, but is not limited to, completing projects, attending group and/or individual meetings with the coordinator, participating in career workshops, learning new job skills, reading material related to human relations on the job, etc. The instructor-coordinator visits each employer during the school term and the cooperating employers are required to provide written evaluation of student's performance on the job.

Faculty
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. 5 TBA hrs/wk per unit. Repeat: 3 for each class. Prerequisites: Enrollment in at least seven units of college courses including Work Experience.

In this academic course, work sites serve as "off-campus classrooms," extending classroom-based occupational learning to a work site in a field directly related to the student's educational or occupational goal. The course can help students develop necessary work habits, open doors to new employment experiences, or assist in acquiring skills and knowledge necessary for advancement in their current employment. (CSU)

WE 299ABC: General Work Experience A

1-3 Units. 5 TBA hrs/wk per unit. Repeat: 3 for each class. Prerequisite: Enrollment in at least seven units of college courses including Work Experience.

An academic course in which work sites serve as "off-campus classrooms." Faculty, employers and students work together to create meaningful work-based educational experiences by developing and achieving specific learning objectives related to their jobs. The course helps students develop necessary work habits, opens doors to new employment experiences, and assists students in acquiring skills and knowledge necessary for advancement in their current employment. (CSU)

NONCREDIT COURSES

College of Marin offers free noncredit courses in the following areas: Basic Skills, Disabled Students Programs and Services, English as a Second Language Noncredit (ESLN; please see ESL category for ESLN course listings), Health and Safety Courses, Nursing Education Vocational (Please see Nursing Education category for course listings) and Vocational.

BASIC SKILLS (ESBS)

ESBS 3010: GED (General Educational Development) Preparation

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

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

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

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

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

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

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

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

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

A state-required training course for students interested in working as an "Activity Coordinator" in long term care settings. Topics include psycho-social issues, state and federal regulations, leadership and group dynamics, calendar and program development, medical disorders, dementia, quality of life issues and much more.

SECTION 7

FACULTY, MANAGEMENT, 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 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, Columbia
Ph.D., University of California, Berkeley

MAULA ALLEN
Mathematics
B.S., M.S., California State University, Hayward

MARIA ALLIS
Children's Center Site Supervisor
M.A., Sonoma State University

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

REBECCA BEAL
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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

RAMIRO PEREZ
Custodian, Maintenance and Operation

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

DANIEL QUIRK
Police Officer

MAYRA RAMIREZ
Administrative Assistant, Maintenance and Operations

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

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A.A., A.S., College of Marin

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Laboratory Technician, Physics

RICHARD RODGERS
Laboratory Technician, Physics
A.A., College of Marin

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Carpenter, Maintenance and Operations

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Instructional Assistant, Court Reporting

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B.A., University of California, Los Angeles

DUSTIN RUIZ
Police Officer
B.A., Sonoma State University

SHERRY SACUZZO
EOPS/CALWORKS Specialist

LESLIE SARFERT
Office Technician, Admissions and Records
B.A., Manhattanville College

JOSEPH SCARCELLA
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BURTON SCHANE
Administrative Systems Analyst, Information Technologies

SHARON SCHILLINGS
Office Technician, Admissions and Records

CAROL SHWARTZ
DSPS Specialist
B.S., Northeastern University

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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
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Custodian, Maintenance and Operations

RION SMITH
Instructional Specialist, English Skills

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DODD STANGE
Maintenance Mechanic

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Bookstore Operations Assistant

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Administrative Assistant, English as a Second Language

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A.A., Alameda Jr. College

LINDA TERRY
Payroll/Benefits Specialist, Fiscal Services

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Administrative Systems Analyst,
Information Technologies
B.A., San Francisco State University
M.S., Golden Gate University

TRACY THOMAS
Pool Maintenance Worker, Maintenance and Operations

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Health Services Assistant
B.A., San Francisco State University
B.A., D.A., Oxford University Program

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MAUREEN UGALDE
Custodian, Maintenance and Operations

GAYLENE URQUHART
Technical Assistant, Library

FRANCES VAN LOAN
Technical Assistant, Library

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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
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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

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The College recognizes, remembers, acknowledges, and appreciates the following people for their years of dedication and service:

Geri Cooper
Douglas Delaney
Roger Egbert
Jennifer Foreman
Donald Foss
Candica Garretson
Grace Hom
George Hritz
Nancy Johnson
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For further information about the College of Marin Foundation, contact Shirley Graves, President (415) 883-4834. www.comalumni.org

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Taira Roder
Jo Ruddle
Nanda Schorske
Linda Todd
Vicki White
Enea Zolezzi

KENTFIELD CAMPUS MAP

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

Police Phone Numbers
Emergency: 911
Urgent: 415.485.9696
Kentfield Police Business: 415.485.9455

CONSTRUCTION PARKING NOTICE
While our campus is under construction, it will be necessary to periodically close parking lots as appropriate for various projects. More detailed information on parking lot closures is available in the Credit/Noncredit Class Schedule. Lots 12 and 15 typically have spaces available, and lot 13 remains a free lot.

We appreciate your patience during our modernization process. Please refer to class schedules for updated construction and parking information.

PARKING
Vehicles on campus are subject to parking and traffic regulations by the Board of Trustees, Marin Community College District.

All cars must have a parking sticker, or display a daily parking permit which may be purchased from the parking ticket dispensers located in parking lots.

Parking permits are required at all times, except Saturdays, Sundays and school holidays, and in Lot 13.

AC
Administrative Center
Children's Center

BC*
Business and Management Center

FA*
Fine Arts (New Building)

FH*
Fusselman Hall
Behavioral and Social Sciences

HC*
Harlan Center
- ESL Program/College Skills Office
- Humanities
- Health Sciences

HS
Health Services

LC*
Learning Resources Center
- Library
- Bookstore
- Disabled Students

CY
Maintenance Office

MS3*
Dance Center

OH*
Olney Hall and Auditorium

PE*
Physical Education Center
- Gymnasium
- Pools

PA*
Performing Arts (Formerly Fine Arts)
- Box Office
- Theatres
- Art Gallery

PORTABLE VILLAGE (PV)*
Modernization Office/Classrooms

SC*
Science Center
- Mathematics
- Life/Earth/Physical Sciences

SS
Student Services Center
- Registration
- Cafeteria
- Emeritus/Community Services

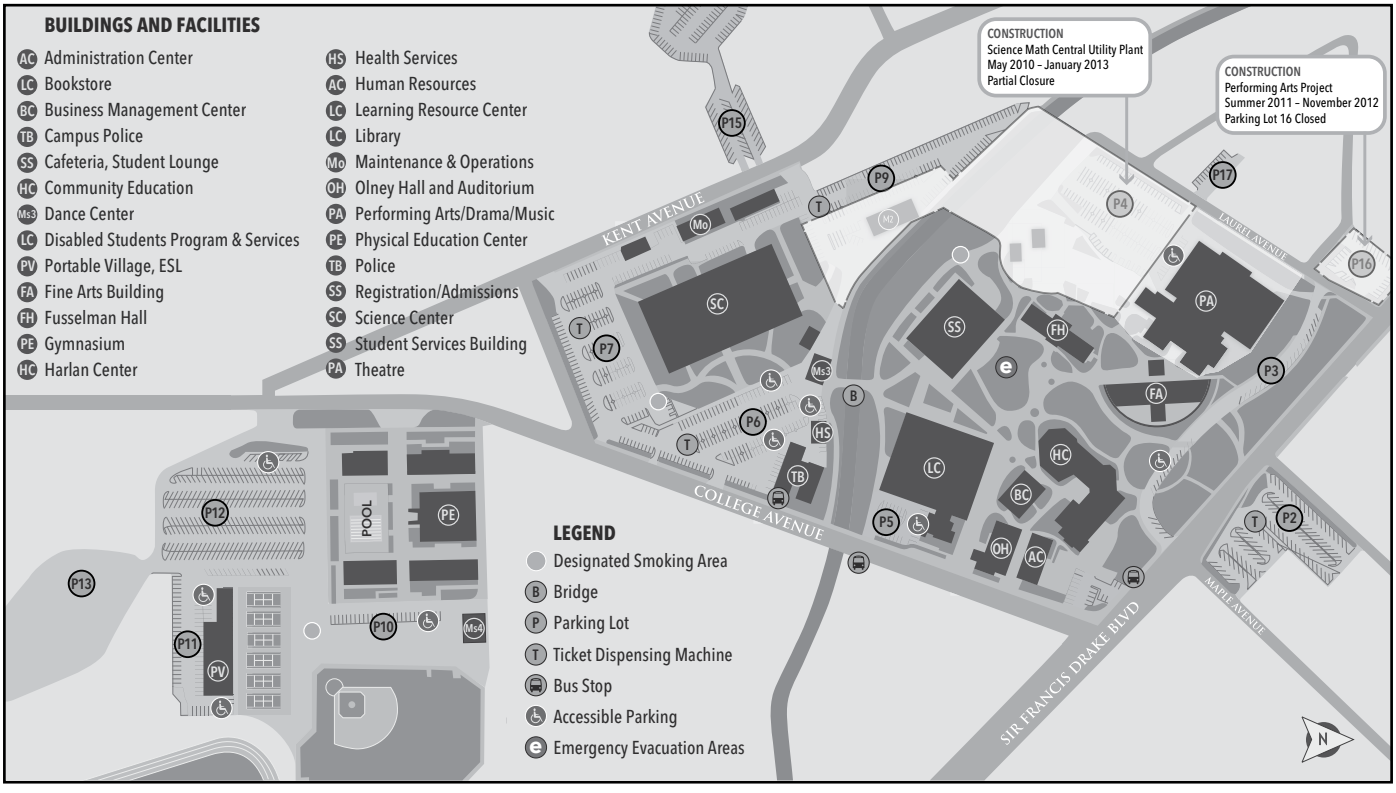
TB–1 (TB)*
Temporary Building
- Campus Police
- Marin County Sherrif Substation

*Buildings contain classrooms.

Handicapped Entrance

Handicapped Pickup/Drop Off

Directories



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 (Room121)

Library (Room 124)

Computer Classroom (Room 125)

Multimedia Rooms (129-131)

Second Floor:

Medical Assisting (Room 219)

Dental Assisting (Rooms, 220 and 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 Technology
(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. Offline
19. Offline
20. Classrooms

POOL

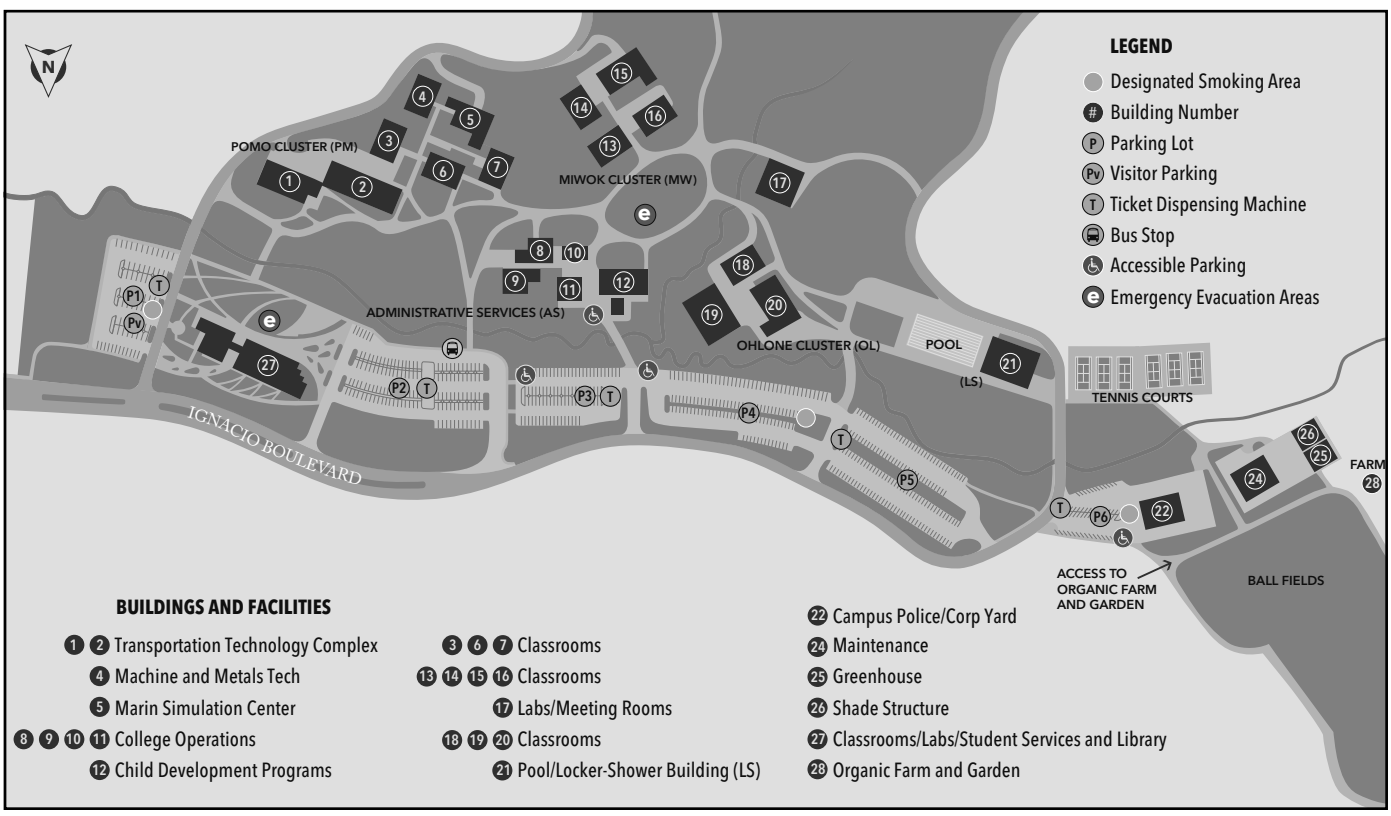
21. Shower/Locker Bldg./Drink Vending Machine

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



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INDEX

D

E

F

G

H

I

J

L

M

N

O

P

R

S

T

U

V

W

COLLEGE OF
MARIN

College of Marin is fully accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.

KENTFIELD CAMPUS
835 COLLEGE AVE.
KENTFIELD, CA 94904

INDIAN VALLEY CAMPUS
1800 IGNACIO BLVD.
NOVATO, CA 94949

WWW.MARIN.EDU
415.457.8811

PLEASE RECYCLE WHEN FINISHED. (08/2012)

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MARIN

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