

18



19

Catalog

COLLEGE OF  
MARIN



## **PRESIDENT'S MESSAGE**

### **Dear Students, Prospective Students, and Community Members:**

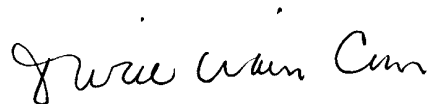
On April 6, 2016, College of Marin celebrated its 90th anniversary. This is quite a milestone—90 years of transforming lives through education and training. When COM opened its doors in 1926, there were 87 students enrolled. Today COM serves over 13,000 students annually in its credit, noncredit, and community education programs.

Over the past 92 years, COM has remained committed to educational excellence, providing equitable opportunities and fostering success in all members of our diverse community. We are proud of the important work done on our campuses to prepare students for transfer to four-year colleges and universities. COM touts one of the highest transfer rates to UC Berkeley in the state. COM also helps keep the local economy thriving by providing job training and skill enhancement for thousands of workers each year.

Many have come to the College with the desire to succeed, and many have gone on to successful careers as nurses, doctors, judges, teachers, entrepreneurs, scientists, and renowned actors. Whether you are interested in transferring to a university, training for a new career, improving your skills, or enriching your life, I believe you will find that College of Marin is a place where all are welcome to pursue their dreams. I invite you to become part of our legacy of transforming lives.

On behalf of our Board of Trustees, faculty, staff, and administration, I wish you all the best as you seek to improve your life through higher education.

Sincerely,

A handwritten signature in black ink that reads "David Wain Coon". The signature is fluid and cursive, with a period at the end.

**David Wain Coon, Ed.D.**  
Superintendent/President



# Ideas Matter

Here are a few reasons why we think enrolling at College of Marin is a good idea.

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**1**

Transfer to a university and earn a baccalaureate degree by completing lower division requirements in your major.

---

**2**

Train for a new career and earn a certificate or occupational degree offered in a variety of fields.

---

**3**

Acquire a general background in the major areas of knowledge: the humanities, social and behavioral sciences, and natural and physical sciences.

---

**4**

Benefit from the diverse backgrounds and extensive experience of a faculty committed to providing quality education.

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**5**

Receive guidance and assistance from instructors and counselors to plan a program that meets your individual needs.

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**6**

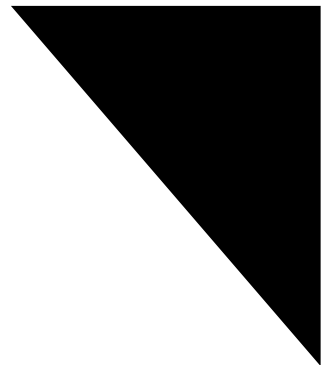
Upgrade skills through specific courses offered at the college.

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**7**

Personal enrichment.

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# CONTENTS 18—19 Catalog

## 1

### GENERAL INFORMATION

Fall Semester 2018 Academic Calendar	8
Spring Semester 2019 Academic Calendar	9
How to Use This Catalog	10
About College of Marin	10
Academic Programs	12
Use of Photography	14

## 2

### ADMISSIONS, REGISTRATION, AND ACADEMIC INFORMATION

Admissions Information	16
Registration Information	18
Fees	21
Refunds	22
Financial Aid	23
Academic Information	26
Probation	32
Advanced Placement / Academic Credit	33
Academic Records	36

## 3

### STUDENT SERVICES

Campus Services	40
Student Support Programs and Services	43
Student Life	45
Standards of Student Conduct	46
Prohibition Against Discrimination and Harassment	48
Student Rights, Responsibilities, and Grievances	49
Additional Phone and Office Numbers	50

## 4

### GRADUATION AND DEGREE REQUIREMENTS

Catalog Rights	52
Graduation Requirements	52
General Education	54
Associate Degree Programs	58
Certificate of Achievement Programs	61
Skills Certificates	61
Table of A.S./A.A. Degrees	62

## 5

### TRANSFER INFORMATION

California State University Transfer Information	64
University of California Transfer Information	67

## 6

### COURSE DESCRIPTIONS

Administration of Justice	75
American Sign Language	76
Anthropology	77
Architecture	79
Art	80
Astronomy	89
Automotive Collision Repair Technology	89
Automotive Technology	93
Behavioral Science	97
Biology	98
Business	104
Chemistry	108
Chinese	109
College Skills	110
Communication	110
Computer Information Systems	114
Computer Science	117
Counseling	118
Court Reporting	120
Dance	125
Dental Assisting: Registered	128
Drama/Theatre Arts	132
Early Childhood Education	135
Economics	141
Education	142
Electronics Technology	142
Engineering	144
English	145
English as a Second Language (ESL)	150
Environmental Landscaping	157
Environmental Science	160
Ethnic Studies	161
Film/Video	162
Fire Technology	164
French	165
Geography	167
Geology	168
Health Education	171
History	172

Hospitality	174
Humanities	176
Independent Study	178
Italian	178
Japanese	179
Journalism	180
Kinesiology	181
Library	185
Machine and Metals Technology	186
Mathematics	187
Medical Assisting	191
Multimedia Studies	194
Music	198
Nursing Education: Registered	203
Philosophy	215
Physical Education	216
Physics	217
Political Science	218
Psychology	221
Real Estate	223
Social Science	225
Sociology	225
Spanish	227
Speech	230
Statistics	231
Study Skills	231
Work Experience Education	232
Noncredit Courses	232

## 7

### FACULTY, MANAGEMENT, STAFF, AND MAPS

Faculty and Management	234
Support Staff	238
College Retirees 2018–2019	241
College of Marin Alumni Historical Association	241
College of Marin Educational Advisory Committee Members	242
Kentfield Campus Map	244
Indian Valley Campus Map	244
Index	245



#### **COLLEGE OF MARIN BOARD OF TRUSTEES**

President	<b>EVA LONG, PH.D.</b>	To 2020 (since 1999)
Vice President	<b>PHILIP J. KRANENBURG</b>	To 2020 (since 2003)
Clerk	<b>STUART TANENBERG</b>	To 2020 (since 2014)
Trustee	<b>DIANA CONTI</b>	To 2018 (since 2009)
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Trustee	<b>STEPHANIE O'BRIEN</b>	To 2020 (since 2011)
Trustee	<b>VACANT</b>	
Student Trustee	<b>JADON SEITZ</b>	2018/19 Academic Year

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Published by College of Marin through the joint efforts of the Student Learning and College Services Departments. This catalog is in effect from fall 2018 through summer 2019. 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  
[marin.edu](http://marin.edu)

# General Information

1





# SPRING SEMESTER 2019 ACADEMIC CALENDAR

Beginning January 22 and ending May 24. Saturday Classes begin January 19 and end May 18.

## JANUARY

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## JUNE

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

January 18  
California Residency Determination Date

January 19  
First day of Saturday Classes

### January 21

Holiday - (Martin Luther King, Jr. Day) - no classes - COLLEGE OFFICES CLOSED

January 22  
SPRING INSTRUCTION BEGINS - Day and Evening Classes

January 22- February 8 in-person, February 10 online.  
Classes may be added with Add Authorization Code (obtain from instructor)

January 28- February 14  
File application for AA-T or AS-T

January 28- March 8  
File application for spring graduation: Associate Degree or Certificate of Achievement

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

February 14  
Last day to file a Petition to Add a Class Late

### February 15 - 18

Holidays (Presidents' Day weekend) - no classes  
COLLEGE OFFICES CLOSED

February 25  
Last day to request Pass (P) No Pass (NP) grade

March 2  
Deadline for Cal Grants and MEF Grants

March 16  
End of midterm period

March 18-March 23  
Spring Break-no classes- COLLEGE OFFICES OPEN

April 1  
Midterm grades available at <http://mycom.marin.edu>

April 19  
Last day to drop a full-semester class with W symbol

May 17  
Last day of classes before final examinations

May 18  
Final examinations for Saturday classes

May 18 - 24  
FINAL EXAMINATIONS

May 24  
Commencement

### May 27

Holiday - (Memorial Day) - no classes -  
COLLEGE OFFICES CLOSED

June 10

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 2019

June 17 - July 25

## COMMUNITY EDUCATION PROGRAM CALENDAR

Fall Quarter Community Education Classes 2018

Fall 1: August 28 - October 14;  
Fall 2: October 23 - December 9

Winter Quarter Community Education Classes 2019:  
January 28- March 23

Spring Quarter Community Education Classes 2019:  
April 1 - May 18

Summer Quarter Community Education Classes 2019  
June 17 - July 21

## 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: [marin.edu](http://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 51 for general education and other graduation requirements.
  - b. Refer to page 58 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 73. 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 51.
  - b. Refer to transfer information on page 63.
  - c. Contact the Transfer/Career Center for access to college catalogs from other schools, to investigate career options, and for computerized career and transfer information. Transfer information is available online at ASSIST ([www.assist.org](http://www.assist.org)).
  - d. Contact the Counseling Department to make an appointment with a counselor who can assist you with selecting courses to meet specific transfer requirements to a four-year college or university.
4. If you are planning to enroll in courses for self-enrichment:
  - a. Refer to the listing of courses in this catalog beginning on page 73.
  - b. Refer to the Community Education class 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 was founded April 6, 1926, and was originally called Marin Junior College. The first class enrolled in August 1926 with a total of 87 students. By the 1927-28 school year the student body had increased to 205 full-time and 200 part time students. Stanley Moore, who had a year of college at Stanford, was the first graduate in 1927. In 1928 the College held its first commencement exercises. The College was renamed College of Marin in 1948.

The social unrest of the 1960s led to the demand for more personalized, coherent education. In 1971, the Board of Trustees established the second college of the district and named the new institution Indian Valley Colleges (IVC), a series of small cluster colleges with a distinctive curriculum. IVC operated in temporary facilities at Hamilton Air Force Base and at the Pacheco School while new facilities were under construction. Indian Valley Colleges' 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 (COM). 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. The complete scope of the bond included eight major construction projects, including the Irwin P. Diamond Physical Education Center, Fine Arts Building, Performing Arts Building, Child Study Center, Science/Math/Nursing Building, and Academic Center at the Kentfield Campus; and at the Main Building and Transportation Technology Complex Indian Valley Campus. As part of the modernization process the College also installed a new all-weather 400 meter eight lane track at the Kentfield Campus, as well as infrastructure improvements at both campuses.

These projects have resulted in more energy efficient facilities. Under the Leader-

ship in Energy and Environmental Design (LEED®) Building Rating System, the Irwin P. Diamond Physical Education Center, Main Building, Fine Arts Building, Performing Arts Building, and Science/Math/Nursing Building achieved LEED® Gold; the Transportation Technology Complex was awarded LEED® Silver; the Child Study Center achieved LEED® certification. LEED® Gold is pending for the Academic Center.

In June 2016 voters overwhelmingly passed the \$265 million Measure B facilities bond. Measure B funds will address buildings still in need of upgrades and repairs in order to meet current codes for earthquakes, fire, and safety. In order to maintain and enhance the quality education COM provides, many of the oldest classrooms, labs, and vocational education facilities must be upgraded as well.

For 90 years COM has remained committed to educational excellence, providing equitable opportunities, and fostering success in all members of its diverse community. Today, COM serves over 13,000 students annually in its credit, noncredit, and community education programs. Currently, 62 associate degrees, 24 certificates of achievement, and 20 skills certificates are offered.

With student success as the number one priority, the College prepares students to transfer to four-year colleges and universities, and has one of the highest transfer rates to UC Berkeley in the state. COM helps keep the local economy thriving by providing job training and skill enhancement for thousands of workers each year. Students of all ages have affordable access to an exciting variety of credit and noncredit courses, as well as community education classes for lifelong learning.

The high-quality education and training is made possible by faculty and staff who are committed to excellence. There are 121 tenured/tenure track faculty, 279 adjunct faculty, 22 administrators, and 186 professional, technical, clerical, and service employees at the College. 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 providing equitable opportunities and fostering success for all members of our diverse community by offering:

- preparation for transfer to four-year colleges and universities
- associate degrees and certificates
- career technical education
- basic skills improvement
- English as a second language
- lifelong learning
- community and cultural enrichment

College of Marin responds to community needs by offering student-centered programs and services in a supportive, innovative learning environment that promotes social and environmental responsibility.

## ACADEMIC FREEDOM

Academic freedom protects a teacher's right to teach and a student's right to learn, and is necessary in order for College of Marin to fulfill its mission of providing excellent educational opportunities for all members of our diverse community.

The exercise of academic freedom allows society to enjoy the benefits of honest intellectual discourse and the transmittal of knowledge. College of Marin's academic employees must be free from pressures and demands that restrict intellectual discovery and the dissemination of knowledge. The college shall promote and protect an educational climate in which teachers and students can assert their ideas without fear of reprisal. By the same token, College of Marin faculty and students have a responsibility, under the guidelines of academic freedom, to engage in teaching and learning that honors, respects, and supports divergent viewpoints.

## ACCREDITATION

College of Marin is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at: [www.accjc.org](http://www.accjc.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, 113 colleges and enrolls more than 2.4 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/ MANAGERS

**DAVID WAIN COON, Ed.D.**  
Superintendent/President

**JONATHAN ELDRIDGE, M.S.**  
Senior Vice President of Student Learning and Student Services

**GREGORY NELSON, M.B.A.**  
Vice President of Finance and College Operations

**MIA ROBERTSHAW, J.D.**  
General Counsel

**ISIDRO FARIAS, M.A.**  
Director, Capital Projects

**LINDA FRANK, Ph.D.**  
Executive Director of Development

**CHRISTINA LEIMER, Ph.D.**  
Executive Director of Planning, Research, and Institutional Effectiveness

**PATRICK EKOUE TOTOU, Ph.D.**  
Chief Information Officer /Director of Information Technologies

**CARI TORRES-BENAVIDES, M.A.**  
Assistant Vice President for Instructional Support

**JEFFREY MAROZICK, B.S.**  
Chief of Police & Director of Safety

**MARGARET ISOZAKI, B.A.**  
Director of Fiscal Services

**NEKODA HARRIS, M.B.A.**  
Assistant Director of Human Resources  
Title IX/EEO/ADA Compliance Administrator

**CONNIE LEHUA**

Manager, Employee and Labor Relations

**CAROL HERNANDEZ, Ed.D.**

Dean of Math and Sciences

**DAVID SNYDER, Ph.D.**

Dean of Arts and Humanities

**MARSHALL ALAMEIDA, Ph.D.**

Dean of Health Sciences

**ELIZABETH PRATT, Ed.D.**

Dean of Career, Technical Education and Economic Workforce Development

**KATHERYN HORTON, M.A.**

Director of Workforce Programs

**JOHNNY CAMPBELL, B.A.**

Manager, Organic Farm and Garden

**JON HORINEK, Ph.D.**

Dean of Enrollment Services

**EMY BAGTAS-CARMONA, M.A.**

Associate Director of Enrollment Services

**BECKY REETZ, M.A.**

Director of EOPS, CARE, &amp; CalWORKS

**SADIKA SULAIMAN HARA, M.Ed.**

Director of Student Services - Activities and Advocacy

**STORMY MILLER, Ed.D.**

Director of Student Services - Student Accessibility Services

**RYAN BYRNE, M.A.**

Director of Student Services - Kinesiology and Athletics

**CORINNA DY-LIACCO CALICA, Ed.D.**

Director of Child Development and Early Childhood Education Programs

**CAROL HILDEBRAND, Ed.M.**

Director of Community Education, Lifelong Learning, and International Education

**ELIZABETH HAMPSON, M.Ed.**

Program Administrator, Community Education, Lifelong Learning, and International Education

**ANNA PILLOTON, B.A.**

Director of School and Community Partnerships

**ANNIE RICCIUTI**

Director of College Services

**KLAUS CHRISTIANSEN**

Director of Facilities Planning, Maintenance and Operations

**TONYA HERSCH, M.A.**

Dean of Educational Success Programs

**ANGELA OLMANSON, B.A.**

Program Administrator, Health Sciences

**JOHN ADAMS**

Police Lieutenant

## 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](http://www.marin.edu), the class schedules, and a variety of special mailings.

## CREDIT AND NONCREDIT 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. 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.

For a complete listing of Community Services classes, including class fees, please visit the website at [marincommunityed.com](http://marincommunityed.com).

415-485-9305  
[marincommunityed.com](http://marincommunityed.com)

### **ESCOM**

Designed to meet the needs of the county's older adult lifelong learner population, Emeritus Students of College of Marin (ESCOM) 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.

ESCOM 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.

ESCOM phone: 415-457-8811 ext. 8322, or 415-485-9652

## **COLLEGE SKILLS**

### **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: Academic Center 109  
415-485-9642  
[marin.edu/departments/esl](http://marin.edu/departments/esl)

#### **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: Academic Center 109  
415-485-9642  
[marin.edu/departments/esl](http://marin.edu/departments/esl)

### **Intensive English Program**

The Intensive English Program (IEP) is an English for Academic Purposes program first and foremost for international students. International students who are accepted into the IEP are required to take 20 hours per week in four subject areas: Grammar for Oral and Written Communication, Academic Writing with Reading, Speaking/Listening/Pronunciation, and Topics in American Culture. The program also includes orientation, testing and placement, celebrations, presentations, and cultural field trips in the San Francisco Bay Area. Many IEP students continue their studies at the College of Marin credit program through "conditional" admission: international students who successfully complete all of the Level 3 courses in the IEP meet the language requirement for admission to the COM credit program and do not need to provide a TOEFL, IELTS, or other English proficiency test.

In addition to welcoming international students, the IEP opens its courses to au pairs (J visas), tourists (B visas), and all others seeking intensive English instruction. These students may attend part-time or full time for 8-week or 16-week sessions. All 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. All students receive mid-term and final evaluations from instructors as well as certificates of attendance for course completion.

415-883-2211 ext. 8579  
[marin.edu/IEP](http://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 requisitos del Colegio y mantenerse informados de los mismos. Cuando se produzcan cambios, los mismos estarán incluidos en la siguiente publicación habitual del Catálogo u Horario de Clases.

Título IX / Igualdad de Oportunidades en el Empleo / Oficial de Cumplimiento:

Nekoda Harris, Assistant Director Ejecutivo de Recursos Humanos y Relaciones Laborales  
Building 11, 2nd floor, Indian Valley Campus  
415-485-9520

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  
415-457-8811 ext. 7722

Orientación psicopedagógica  
415-485-9432

Inglés como Segunda Lengua (ESL)  
415-485-9642

Policía (emergencia)  
911

## USE OF PHOTOGRAPHY

College of Marin, a nonprofit California Community College, reserves the right to take and use photographs, video, and electronic images of students and visitors taken on College property and at College-sponsored events for marketing and promotional purposes. Objection must be made in writing to the Office of the Superintendent/President.



# Admissions, Registration, and Academic Information

# 2

Topics covered in this section:

### ADMISSIONS INFORMATION

Admissions Policy (Credit Classes)  
Admission as a Concurrently Enrolled High, Middle, or Elementary School Student  
International Student Admissions  
International Student Health Insurance  
Student ID Number  
MyCOM Portal and Student Communication  
Residency Requirements  
California Nonresident Tuition Exemption/AB541

### REGISTRATION INFORMATION

Enrollment Priority  
Where to Register  
Prerequisites, Corequisites, & Advisories  
Petition of Substitution of Prerequisite Courses for COM Registered Nursing Program  
Classes with Time Conflicts  
Adding & Dropping Classes  
Waitlists  
Late Enrollment Procedures  
Cancellation of Programs/Classes  
Unit Load  
Equal Opportunity

### FEES

Fee Types & Amounts  
Enrollment Fee Payment Policy / Pay-To-Stay

### REFUNDS

Fee Waivers / Tax Credits

### FINANCIAL AID

Financial Aid Programs & Eligibility  
How to Apply for Financial Aid  
The California College Promise Grant/CCPG  
CCPG Academic & Progress Standards  
Notification  
AB540 Students  
Financial Aid Assistance  
Title IV Federal Student Aid Program  
MyCOM Portal and Financial Aid Communication  
Scholarships

### ACADEMIC INFORMATION

Attendance  
Units of Credit  
Courses Used for High, Middle, & Elementary School Credit  
Grading Symbols, Definitions, & Grade Points  
Grade/Quality Points  
Non-Repeatable Courses (Substandard Grades or the "W" Symbol)  
Course Repetition – Significant Lapse of Time  
Repeatable Courses  
Course Audit  
Basic Skills Classes  
Grade Changes

Academic Renewal  
Final Examinations  
Honor List  
Independent Study  
Student Petitions

### PROBATION

Placement on Probation  
Removal from Probation  
Dismissal

### ADVANCED PLACEMENT / ACADEMIC CREDIT

(AP) Advanced Placement Chart for COM Credit  
Other Academic Credits  
Military Credit  
Credit by Examination

### ACADEMIC RECORDS

Transcripts  
Types of Records & Locations

## ADMISSIONS INFORMATION

### ADMISSIONS POLICY (CREDIT CLASSES)

College of Marin has an open admissions policy. You are eligible to attend 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 [marin.edu/admissions](http://marin.edu/admissions), email [admissions@marin.edu](mailto:admissions@marin.edu), or call the Office of Enrollment Services 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 our website at [www1.marin.edu/high-school-programs](http://www1.marin.edu/high-school-programs).

### INTERNATIONAL STUDENT ADMISSIONS

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

1. Completed International Student Admissions Application Form.
2. Copy of Passport (Bio-Page).
3. Proof of English Proficiency.

**Applicants must have a minimum score of:**

- TOEFL IBT 61 or 500 written test
  - IELTS 6.0
  - ELS Level 109
  - COM IEP Level 3
  - COM EVALUATION
4. Official Bank Letter and International Student Financial Affidavit Form. Must provide evidence of sufficient funds to cover one year of expenses at College of Marin.

#### Acceptable Evidence:

Certified copy and recent (within 6 months) bank account balance statements indicating required funds in U.S. dollars:

- The funds must be "liquid" (such as a checking or savings account), such that monies could be withdrawn at any time.
  - Business accounts, insurance policies, certificate of deposit, investments and share accounts among family members are not accepted.
5. Official High School or College/University Transcript:
    - Official Transcript must show classes taken and grades received by the applicant.
    - Official Transcript must be in English or translated in English.

#### 6. \$50.00 Application Fee:

- Application fees are non-refundable and must accompany your completed application package in the form of a Money Order or Bank Cashier's Check made out to "College of Marin."

#### 7. Cost of College/Registration Fees:

- International students are subject to the following fees:

\$260/unit International Student/Non-resident Tuition fee; \$60/unit Nonresident



Capital Outlay; \$46/unit Enrollment fee; \$50 International Student Admissions one-time Application fee; \$20 Health fee per semester (\$17 for the summer session); \$1 Student Representation fee per semester; \$8 Student Activities fee per semester; \$10 Technology fee per semester; Materials Fee varies; and Student Transportation Fee: \$3/unit, \$36 max/semester, or \$4.50/unit, \$18 max for the summer session.

- Fees must be paid by the established deadlines. Credit International Students are required to maintain enrollment in at least 12 units each semester.

### Transfer-In International Students

International students transferring to College of Marin must submit the additional documents:

- Copy of F-1 visa (or Change of Status Approval Letter)
- Copy of I-94 (<https://i94.cbp.dhs.gov>)
- Copies of all previous I-20's (all pages)
- College of Marin Transfer-In form

### Minor International Student Applicants

International students under 18 years old must submit the following additional documents:

- Copy of high school diploma in English
- Completed Minor International Student Parent/Guardian Consent Form

International student admissions applications and all other required documents will be accepted from February through the 2nd week of July for Fall semester admissions and from September through the 2nd week of November for Spring semester admissions. Documents submitted after the stipulated deadlines will not be accepted.

For information regarding international students in the Noncredit Intensive English Program, phone 415-883-2211 ext. 7740.

## INTERNATIONAL STUDENT HEALTH INSURANCE

College of Marin does not provide health insurance. F1 students are required to purchase health insurance coverage from open market prior to the start of each semester.

## 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 1098T tax credit form and their official academic transcript.

**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.**

## MYCOM PORTAL AND STUDENT COMMUNICATION

All students are assigned an official MyCOM Student email address and all official communications will be sent to this email address. This email may be accessed through the MyCOM Student Portal. COM provides several mechanisms so that a student may access his/her official email account on and off campus. A student who chooses to forward email to another email address does so at his or her own risk. College of Marin is not responsible for email forwarded to any other email address. Official communications demand attention, and often a timely response. For example, communications may refer to matters that are essential for safety or academics. Students are responsible for the failure to receive, or act upon, official communications.

## 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 Enrollment Services 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 Enrollment Services 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.

### CALIFORNIA NONRESIDENT TUITION EXEMPTION/AB540

Any student, other than one with United States Citizenship and Immigration Services (USCIS) nonimmigrant visa status (see exception below for students who have been granted T or U visa status), who meets all of the following requirements, shall be exempt from paying nonresident tuition at the California Community Colleges, the University of California, and the California State University (all public colleges and universities in California).

A student is exempt from paying nonresident tuition if the student meets all of the following four requirements:

1. The student must have:
    - attended a combination of California high school, adult school, and California Community College for the equivalent of three years or more, or
    - attained credits earned in California from a California high school equivalent to three or more years of full-time high school course work and attended a combination of elementary, middle and/or high schools in California for a total of three or more years, and
  2. The student must have:
    - graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam), or
    - completed an associate degree from a California Community College, or
    - completed the minimum requirements at a California Community College for transfer to the California State University or the University of California, and
  3. The student must register as an entering student at, or current enrollment at, an accredited institution of higher education in California, and
  4. The student must file an affidavit with the college or university stating that if the student is a non-citizen without current or valid immigration status, the student has filed an application to legalize immigration status, or will file an application as soon as the student is eligible to do so.
- Students who are nonimmigrants who are victims of trafficking, domestic violence, and other serious crimes who have been granted T or U visa status, under Title 8 of the United States Code, sections 1101(a)(15)(T) or (U) are eligible for this exemption.
  - Students who are nonimmigrants, other than those with T or U visa status as noted above, [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.
  - A year's equivalence at a California Community College is a minimum of 24 semester units of credit or 36 quarter units of credit. For noncredit courses, a year's attendance is a minimum of 420 hours, 210 hours for a semester, and 140 hours a quarter.
  - The accumulation of credit and/or non-credit in any academic year shall be calculated in reference to a year's equivalence. Partial completion in an academic year is allowed. (Example: 12 units of credit courses in an academic year is equal to a semester for purposes of determining eligibility.)
  - Attendance in credit courses at a California Community College towards the attendance requirements shall not exceed two years of full-time attendance.
  - The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.
  - Students eligible for this exemption who are transferring to another California public college or university must submit

a new request (and documentation if required) to each college under consideration.

- Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be "nonresidents."
- The California Dream Act extends Cal Grant A and B Entitlement awards, Cal Grant C awards, the California Promise Grant (formerly known as the BOG fee waiver), Chaffee grants, and institutional financial aid to students that meet these criteria as well as the applicable criteria for eligibility for specific types of financial aid.
- AB540 does not provide federal student financial aid eligibility for undocumented students. These students remain ineligible for federal financial aid.

Students who have been determined as nonresidents of California and meet the requirements for a waiver should complete an AB540 California Nonresident Tuition Exemption Request form and submit it to the Enrollment Services Office. Students may be required to submit additional documentation. Contact the Enrollment Services Office if you have questions.

## REGISTRATION INFORMATION

### ENROLLMENT PRIORITY

In September 2012 the California Community Colleges Board of Governors approved a regulation to establish system-wide enrollment priorities designed to ensure classes are available for students seeking job training, degree attainment or transfer to a four-year university and to reward students who make progress toward their educational goals.

Starting with the Fall 2014 semester, new students who completed college orientation, assessment, and developed education plans, as well as continuing students in good academic standing, have priority over students who do not meet these criteria. To be in good academic standing, a student cannot be on academic or progress probation for two consecutive terms. In addition, students who accumulate 100+ units (excluding most basic skills English and math and English as a Second Language classes) lose priority enrollment. Students who feel they may be at risk of losing priority status are strongly

encouraged to see a counselor to discuss their educational plans. In Accordance with Administrative Procedure 5055, the order of priority for registration is as follows:

1. Students (in good standing) who have completed the matriculation process, meet the eligibility criteria and are participating in the following programs: EOPS, SAS (formerly DSPS), CalWORKS, Tribal TANF, Veterans, Active Members of Military or are Foster Youth (ok up to dismissal) or Homeless Youth (ok up to dismissal).
2. New students who have completed the matriculation process (but who are not one of the identified groups in Priority 1) and Student Athletes (matriculated and in good standing).
3. Continuing COM students (matriculated and in good standing who have a current Student Ed Plan).
4. Continuing students (in good standing) with 30-74.5 completed and in-progress units.
5. Continuing students (in good standing) with 1-29.5 completed and in-progress units.
6. Continuing students (in good standing) with 75-99.5 completed and in-progress units.
7. Concurrently enrolled high school students.
8. All other categories, including (but not limited to): new applicants who have applied for admission but not completed the matriculation process, returning students, readmitted students after dismissal, students with 100+ completed degree-applicable units at COM, and students who are not in good standing (on academic/progress probation or dismissal).

## WHERE TO REGISTER

Students may register online through the MyCOM portal, at the Offices of Enrollment Services at either campus 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.

## PREREQUISITES, COREQUISITES, & 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.

**Note: 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 Chemistry 114 and passes it with a satisfactory grade after being enrolled in Chemistry 115 and passing it. Credit for Chemistry 114 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.

### Equivalent Coursework

Some prerequisites may be satisfied by equivalent course work from an accredited institution other than College of Marin.

### Prerequisite Recency Requirement

To ensure student success, some prerequisites for certain courses in Chemistry and Physics must have been completed within 5 years of enrolling in the target course. Students may opt to test out of this requirement. Please see the Chemistry and Physics headings in Section 6 for more information.

### Prerequisite Challenge

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

1. The prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites and corequisites.
2. The prerequisite or corequisite is in violation of Title 5 regulations.
3. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he/she would be delayed by a semester or more in attaining the degree or certificate specified in his/her educational plan.

4. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he/she does not pose a threat to himself/herself or others.
5. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
6. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.
7. 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.

#### **Challenge Process**

Any student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:

#### **Priority Process**

##### **Prior to Start of Term Registration**

Students must submit their challenge five days before registration starts for the term in which the student seeks enrollment. When a student submits a challenge to the prerequisite or corequisite, the District shall reserve a seat for the student and resolve the challenge within five working days. All official documents must be attached to the petition before the "five working days before registration" period begins. If the challenge is upheld or the District fails to resolve the challenge within the five working day period, the student shall be allowed to enroll in the course.

##### **After Term Registration Begins**

Prerequisite/corequisite challenges received after registration begins for the term in which the student seeks enrollment will be processed in the order received. Students will not be allowed to enroll until the challenge has been approved.

If no space is available in the course when a challenge is submitted, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is approved, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.

Students interested in challenging a prerequisite or corequisite course are advised to go to [marin.edu/admissions/Prerequisites.htm](http://marin.edu/admissions/Prerequisites.htm) for more information about the challenge process.

#### **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 Enrollment Services, 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 ap-

proval of their petition to their Application for the Nursing Program.

### **CLASSES WITH TIME CONFLICTS**

Students may not register for courses taught at conflicting times.

### **ADDING & DROPPING CLASSES**

Students may add classes through the census date online through the MyCOM Portal or in person at the Enrollment Services Office.

Students who did not pre-register for classes may attend the classes of their choice to see if the instructor is accepting more students. Instructors may admit students by issuing an Add Authorization Code which the students will then use to enroll online or in person.

Students may drop/withdraw online or in person by submitting a Drop Form to the Enrollment Services Office.

Students may add with an Add Authorization Code or withdraw from open-entry/open-exit classes at any point in the term.

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 inactive students who never came to class or are no longer participating in a course by assigning an Instructor Withdrawal at midterm. However, since instructors are not required to do this, it is the student's responsibility to drop/withdraw within the published deadline dates. Please see "Withdrawals" under the Academic Information heading in this section.

### **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 automatically enrolled in the class and a confirmation e-mail is sent to their MyCOM email account.

Fees for automatically enrolled classes must be paid by Pay-to-Stay/Drop Deadlines or all classes will be dropped.

#### Waitlist Procedures:

- Students must meet course prerequisites prior to placement on a waitlist.
- It is important that students log on to the MyCOM portal on a daily basis 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 place themselves on a waitlist for a course whose meeting time conflicts with any other course in which they are enrolled.

### LATE ENROLLMENT PROCEDURES

After the student was in attendance by census and there were extenuating circumstances that prevented the student from registering by the last day to add, students may petition to add classes late, provided there is verifiable documentation that extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student that prevented enrollment by the established deadline dates. Supporting documents must be submitted with the petition.

1. **Full-Term Classes:** Students may petition to add classes late until one week after the registration period concludes provided the student was fully participating in the class by census date.
2. **Short-Term Classes:** Students may petition to add classes late until one week after the registration period concludes provided the course is still in session and the student was fully participating in the class by census date.
3. Students will be informed of the decision by Enrollment Services within ten working days of submission. Students should continue to attend until they hear the results of their petition. If the petition is denied, both student and instructor will be informed that the petition for late enrollment was denied and the student must not attend the class.

4. Deadline dates are published in the most current Catalog, Schedule of Classes and online. Petitions will not be accepted after the deadline date.

### 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/2 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 college provides access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or perception that one is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The college conducts all courses, including noncredit classes, without regard to the gender of the student enrolled in the classes. "Gender" includes a person's gender identity and gender expression. "Gender expression" means a person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth. The college does not prohibit any student from enrolling in any class or course on the basis of gender.

Academic staff, including but not limited to counselors, instructors, and administrators, do not offer program guidance to students which differs on the basis of gender. Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

Any student who has been admitted to the college who meets the prerequisites for a course or program is entitled to enroll and participate.

It is further the policy of this District to ensure equal opportunity in all aspects of employment. For more information, go to [www.marin.edu/rights](http://www.marin.edu/rights).

A lack of English language skills and visual or hearing impairment will not be a barrier to Career and Technical Education (CTE) programs.

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 Office of Enrollment Services, the library, and the Athletic Department for public review.

## FEES

### FEE TYPES & 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

Audit Fee	\$15 per unit
Enrollment Fee	\$46 per unit
Health Fee	\$20, \$17 summer
International Student Application Fee (nonrefundable)	\$50
Materials Fee (payable when applicable at time of registration)	Varies
Nonresident Tuition Fee	\$260 per unit
Nonresident Capital Outlay	\$60 per unit
Student Representation Fee (optional)	\$1
Student Activities Fee (optional)	\$8
Student Transportation Fee:	
Credit Program	\$3 per unit \$36 max
Summer Session:	\$4.50 per unit \$18 max
Noncredit program	\$5 per term
Technology Fee (optional)	\$10

#### FEES FOR OTHER SERVICES

Credit By Examination	\$46 per unit
Document/Verification Fee	\$6
Library Replacement Fee	\$2
Parking Permit Fee	\$42/term decal, \$4 daily \$25/summer session decal
Refund Processing Fee	\$10
Returned Check/Declined VISA/MasterCard Fee	\$15
Rush Transcript Fee (next workday)	\$15
Transcript Fee (first 2 ever ordered are free)	\$6

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



## ENROLLMENT FEE PAYMENT POLICY / PAY-TO-STAY

Students are entitled to enroll and participate in classes throughout the semester if they do not have any outstanding balance on their account. During the Priority Enrollment period, students must pay all fees in full prior to established common drop dates or they will be dropped for nonpayment. Once the semester begins students are no longer dropped for non-payment, however if payment is not made by established deadlines holds will be placed on student accounts. Grades, transcripts, diplomas and certificates will not be released until the student has paid all outstanding debts to the College.

Students with approved Veterans benefits, Financial Aid, CCPG fee waivers, and payment plans in place prior to the common drop dates will not be dropped.

### Health Fee

The health fee supports the Student Health Center and entitles students to a variety of health services. See Section 3, under "Student Support Programs/Services" for more information. All students shall be charged the health fee equally, including full and part-time students according to State law and as approved by the Board of Trustees.

### The health fee is not medical insurance.

An exemption from payment of the health fee may be granted for students who qualify in the following categories:

- Students who depend exclusively upon prayer for healing in accordance with the teachings of bona fide religious sect, denomination, or organization. (Documentation required.)
- Students who are attending college under an approved apprenticeship training program.

A Student Petition with documentation must be submitted each term in which an exemption is requested.

### 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 Cashiering Services Office within two weeks of the start of

instruction for the term. The form may be downloaded at [marin.edu/fiscal/forms.html](http://marin.edu/fiscal/forms.html).

### Student Parking Semester Permits

Student semester parking permits may be purchased online through the MyCOM Portal or in-person at the Cashiering Services Office at either campus. For more information regarding Student Parking and Permits, please see Section 3, under "Campus Services."

### 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 Cashiering Services Office within two weeks of the start of instruction for the term. The form may be downloaded at [marin.edu/fiscal/forms.html](http://marin.edu/fiscal/forms.html).

### Student Transportation Fee

The Student Transportation Fee is a newly implemented student-sponsored mandatory fee, providing all students with a Student Transit Bus Pass good for unlimited Marin Transit public transportation during the semester indicated. To see bus schedules go to [www.marintransit.org](http://www.marintransit.org).

### Technology Fee

The Technology Fee supports the establishment, maintenance and upgrades of student computer labs and continued software access, and is used exclusively for those purposes. The labs are not supported by any state or federal funds. \$2.00 of the fee is loaded on to a Go Print card that can be obtained at the library.

### Technology Fee Waiver

Students have the right to decline to pay the Student Technology Fee by completing a "Student Technology Fee Waiver" form and submitting it to the Cashiering Services Office within two weeks of the start of instruction for the term. The form may be downloaded at [marin.edu/fiscal/forms.html](http://marin.edu/fiscal/forms.html).

### 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 in person at the Cashiering Services Office. In person payments can be made via cash, check, Visa or Mastercard.

## 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 Cashiering Services Office no later than the last day of final examinations. Refund procedures also apply to summer sessions. Forms may be downloaded at [marin.edu/fiscal/forms.html](http://marin.edu/fiscal/forms.html).

### Parking Permit Refunds

College of Marin will grant a parking permit refund upon the request of the student 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 class 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 Cashiering Services Office.
2. Submit the Parking Permit decal 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 canceled a class and there is no other credit enrollment on the student's record for the term.

### Student Transportation Fee

The base transportation fee, charged to all students regardless of the number of units enrolled, is \$5 per semester. This portion of the fee is nonrefundable. The remainder of the fee is calculated at the per unit rate specified. This portion of the fee is refundable according to COM refund policies. The combined total of both the nonrefundable and refundable fee cannot exceed \$36 per semester.

### 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 canceled by the college.

### Military Withdrawal Refund

Upon verification that a student was a member of an active or reserve military service unit who received orders compelling a withdrawal from courses, withdrawal with an MW symbol will be allowed and a full refund of fees will be granted.

### FEE WAIVERS / TAX CREDITS

#### Veterans or Dependents of Disabled/ Deceased Veterans Educational Benefits

The VA toll-free number is 1-800-827-1000. Education and Benefit Services: [www.gibill.va.gov](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 School Certifying Official (SCO) after the student has completed and returned the "Veteran Application Packet" (available from Enrollment Services) 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 Enrollment Services.

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 Enrollment Services.

## 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.

### FINANCIAL AID PROGRAMS & ELIGIBILITY

#### Basic types of financial aid:

- Grants – Federal and state gift aid that does not have to be repaid, unless the student withdraws before completing 60% of the semester.
- Work-Study - Money earned monthly through part-time work.
- Loans - Money borrowed which must be repaid with accrued interest.
- Scholarships – Institutional, foundation, non-profit, and private gift aid that does not have to be repaid.

### HOW TO APPLY FOR FINANCIAL AID

Apply online at [www.fafsa.gov](http://www.fafsa.gov) with the FAFSA (Free Application for Federal Student Aid) annually beginning October 1 using College of Marin's Title IV School Code 001178. Students are encouraged to submit the FAFSA by the annual March 2 priority and state deadline; however, the FAFSA may be submitted late through the end of the spring term of the following academic year.

**NOTE:** Application processing may take up to 5 weeks after completing and submitting additional required forms and documentation (see "Student Requirements" on the MyCom Financial Aid Dashboard under the "Student" tab).

Students are encouraged to log into their MyCOM web account to read frequent email blasts and check their updated Financial Aid status. For more information, go online to [www.marin.edu](http://www.marin.edu), under "Current Students" click "Financial Aid/Scholarships."

## CALIFORNIA COLLEGE PROMISE GRANT (FORMERLY B.O.G FEE WAIVER)

For eligible California residents, the California College Promise Grant (CCPG) permits enrollment fees to be waived. Enrollment fees for qualifying students who are California residents will be waived who meet CCPG eligibility requirements in one (1) of the three (3) ways:

### CCPG Method A

- Be a California resident.
- Apply with the FAFSA (Free Application for Federal Student Aid) at [www.fafsa.gov](http://www.fafsa.gov) or the CCPG application. Refer to the CCCApply online CCPG fee waiver application.
- Be a recipient of CalWORKS/TANF (Temporary Assistance to Needy Families), or SSI/SSP (Supplemental Security Income/State Supplemental Program), or General Assistance/General Relief at the time of enrollment.
- Provide documentation of receiving CalWORKS/ TANF, or SSI/SSP, or Untaxed Income Verification form of cash benefits currently received at time of enrollment.
- Documentation may include a copy of correspondence from the local office of Public Assistance which identifies the student (or family members if applicable) and indicates that a monthly payment is being awarded for the current or prior month. This may include a copy of an Adjustment-to-Benefits letter, Notice of Action or Aid Verification Summary that show current receipt of CalWORKS/ TANF, SSI/SSP, or General Assistance/ General Relief and the amount of the grant.

### CCPG Method B

- Be a California resident.
- Apply with the FAFSA (Free Application for Federal Student Aid) at [www.fafsa.gov](http://www.fafsa.gov) or the CCPG application. Refer to the CCCApply online CCPG application.
- Meet the following 2018-2019 Income Standards:

Family Size	2016 Income
1	\$18,090
2	\$24,360
3	\$30,630
4	\$36,900
5	\$43,170
6	\$48,870
7	\$55,095
8	\$61,980

For each additional family member  
Add \$6,270

- These standards are based upon the federal poverty guidelines, as published each year by the US Department of Health and Human Services. Under Title 5 of the California Code of Regulations, the student or the student's family must have a total income in the prior year (in this case 2016) that is equal to or less than 150% of the U.S. Department of Health and Human Services Poverty Guidelines based on family size.
- The U.S. Department of Health and Human Services published the 2016 Poverty Guidelines in January 2016 (additional information will be posted after the guidelines are published).
- These income standards are for the 2017-2018 academic year and are to be used to determine BOGFW-B eligibility EFFECTIVE July 1, 2017.

### CCPG Method C

- Be a California resident.
- Apply with the 2018-2019 FAFSA (Free Application for Federal Student Aid) online at [www.fafsa.gov](http://www.fafsa.gov).
- Demonstrate minimum need threshold of \$1,104.00 based upon FAFSA data.
- The "minimum need" threshold will be established annually by the California Community College Chancellor's Office. The minimum need threshold shall be in effect for 2018-2019.

CCCApply online CCPG application is available for CCPG A & B. Refer to the CCCApply online CCPG application.

## CCPG ACADEMIC & PROGRESS STANDARDS

Students who qualified for the CCPG, must meet the following ACADEMIC and PROGRESS STANDARDS in order to avoid losing it:

- **ACADEMIC:** Sustain a GPA of 2.0 or higher: If your cumulative GPA falls below 2.0 for two (2) consecutive primary terms (Fall/Spring semesters), you may lose your fee waiver eligibility.
- **PROGRESS:** Complete more than 50% of your coursework: If the cumulative number of units you complete is not more than 50% in two (2) consecutive primary terms (Fall/Spring semesters), you may lose your fee waiver eligibility.
- **COMBINATION of ACADEMIC and PROGRESS STANDARDS:** Any combination of two (2) consecutive terms of cumulative GPA below 2.0, and/or cumulative unit completion of not more than 50% may result in loss of CCPG eligibility.

## NOTIFICATION

Students will be notified within 30 days of the end of each term if they are being placed on either Academic (GPA) and/or Progress (Course Completion) probation. The notification will include the information that a second term of probation will result in loss of fee waiver eligibility. After the second consecutive term of probation, students may lose eligibility for the fee waiver at the next registration opportunity.

### How to regain eligibility:

Students who lose eligibility for the CCPG, can have it reinstated in the following ways:

Improve your GPA or Course Completion measures to meet the academic and progress standards.

- Successful appeal regarding extenuating circumstances.
- Not attending your school district for two consecutive primary terms.

### The appeals process for extenuating circumstances includes:

- Verified accidents, illness or other circumstances beyond your control.
- Changes in economic situation
- Evidence of inability to obtain essential support services.
- Special consideration factors for CalWORKs, EOPS, SAS and veteran students.



- Disability accommodations not received in a timely manner.

#### **Students Exempt from Loss of CCPG:**

1. Foster youth and former foster youth (age 24 years and under)
2. Veterans (F1-F5)

Students who have questions or need assistance, should contact the Enrollment Services/Financial Aid office or stop by the Enrollment Services Office at either Campus to pick-up an informational brochure.

### **AB540 STUDENTS**

The California Dream Act of 2011 (AB130/131) allows eligible undocumented and documented students to apply for and receive institutional scholarships and state administered financial aid (AB-130) and community college fee waivers (AB 131), effective January 2013 (Spring 2013).

### **FINANCIAL AID ASSISTANCE**

Financial Aid Assistance is available through the federal and state government, as well as scholarships offered by the institution, private and non-profit foundations. Financial aid may help to offset the cost of higher education such as tuition, fees, books, supplies, housing, transportation and personal expenses. Be aware that financial aid does not fully support a student with all expenses. Financial Aid is one of many tools to help students achieve their educational and career goals. Here is a listing of financial aid programs available through College of Marin:

### **TITLE IV FEDERAL STUDENT AID PROGRAM**

#### **College of Marin School Code 001178:**

Grants (free money for college)

- Pell Grant
- Supplemental Educational Opportunity Grant (SEOG)

Work-Study (cash earned while you learn)

Loans (borrowing requires repayment)

- California State Aid
- Cal Grant B, C, Transfer
- Chafee Grant for Foster Youth

#### **California Community Colleges:**

- CCPG (CA residents/AB540)

- Full-Time Students Success Grant (FTSSG) for Cal Grant B recipients
- Extended Opportunity Programs & Services (EOPS)
- Foster Youth Success Initiative (FYSI)

#### **Scholarships:**

- Private foundations and non-profit organizations
- Institutional (colleges/universities)

**Eligibility for financial aid is based on financial need and on several other factors. To be eligible to receive Federal Title IV financial aid assistance, students must:**

- Demonstrate financial need (except for certain loans).
- Have a high school diploma or a General Education Development (GED) certificate, meet other standards your state establishes that the Department approves; complete a high school education in a home school setting that is treated as such under state law; or have completed 6 semester units in a post-secondary degree or certificate program prior to July 1, 2012.
- Be a U.S. citizen or eligible noncitizen.
- Have a valid Social Security Number or Alien Registration Number (ARN).
- Register with the Selective Service (males age 18-25). Students may use the online FAFSA at [www.fafsa.gov](http://www.fafsa.gov) to register, or may register at [www.sss.gov](http://www.sss.gov), or call 1-847-688-6888. (TTY users can call 1-847-688-2567.)
- Maintain Satisfactory Academic Progress (SAP).
- Not in default on a federal student loan and do not owe money on a federal student grant.

#### **Emergency Loans**

The Associated Students of the College of Marin (ASCOM) provide emergency loan funds. This program provides 30-day loans of up to \$100.

#### **Satisfactory Academic Progress (SAP)**

Federal and State financial aid regulations require College of Marin (COM) to establish, publish, and apply qualitative, quantitative and incremental standards by which COM can determine whether a student requesting and/or receiving financial aid is maintaining Satisfactory Academic Progress (SAP) in his/her course of study. Financial Aid requires a declared major and enrollment in a Title IV eligible program (16 or more units in length).

College of Marin's Financial Aid Office evaluates all three standards along with specific institutional policies to determine a student's eligibility. Satisfactory Academic Progress (SAP) will be evaluated at the end of each semester. Each SAP evaluation includes both the semester and cumulative GPA and pace of progression completion rate.

#### **Satisfactory Academic Progress (SAP) Standards:**

- Grade Point Average (GPA)
- Pace of Progression
- Maximum Time Frame
- Institutional Policies

#### **Qualitative-Grade Point Average (GPA):**

- Students must have a cumulative GPA of 2.0 at each SAP evaluation.
- Grades for remedial and ESL courses count in the GPA calculation.

#### **Quantitative-Pace of Progression:**

- Students must complete at least 67% of the cumulative number of units attempted at each SAP evaluation.
- Completion rate is computed by dividing the total number of units completed by the total number of units attempted.
- Must include courses with earned "W" and units transferred into the institution, as well as academic renew/amnesty courses.

#### **Quantitative-Maximum Time Frame:**

- A period of time that is no longer than 150% of published length of the program in which the student is enrolled.
- For degree and transfer programs of 60 units, maximum time frame is 90 units.
- For eligible certificate programs, maximum time frame varies (i.e. 30 unit program = 45 units maximum, 18 unit program = 27 units maximum).
- Requires that the student be enrolled in a Title IV eligible program leading to degree, certificate or transfer (basic financial aid requirement).
- Must include courses with earned "W" and units transferred into the institution, as well as academic renew/amnesty courses.

**Warning:**

- Students not making SAP will be automatically placed on one term of "Warning" status.
- Students may receive financial aid during the warning period.
- Students not making SAP at the end of the warning period are determined to be ineligible for federal and state financial aid until they meet SAP standards.

**Re-establishing Eligibility:**

- Students may reestablish their eligibility by meeting the Pace of Progression- 67% completion rate standard along with a minimum cumulative GPA of 2.0.
- Sitting out one semester or longer will not reestablish eligibility

**Student Appeals for Extenuating Circumstance:**

- Should include an explanation of why the student failed to meet SAP.
- Should explain what has changed that will allow the student to make SAP.
- Additional documentation required; see appeals form.
- Outcome is a Professional Judgment decision, case-by-case and not capricious nor discriminatory.
- Progress Report may be required prior to final determination.
- Students may be granted only one (1) appeal.
- Remedial Courses: Remedial courses are eligible for funding only if recommended on a student's educational plan by an academic counselor. **A maximum of 30 remedial course units will be eligible for financial aid funding.**

**Probation:**

- Approved appeals result in the student being placed on SAP probation.
- Students may receive financial aid during terms of probation.
- Students can regain eligibility by making SAP at the end of one term of probation.
- Students must complete 67% of the units attempted along with a 2.0 GPA each semester while on probation.
- Students must follow their Student Educational Plan while on probation.
- The institution will verify each term that the student is following the Student Educational Plan and/or meeting terms of probation; if not, the student becomes

ineligible for federal and state student aid until SAP standards are met.

**MYCOM PORTAL AND FINANCIAL AID COMMUNICATION**

All information related to financial aid including documents needed, award letters, and satisfactory progress will be sent through the MyCOM student portal. Students must check their portal on a regular basis.

**SCHOLARSHIPS**

Each year scholarships reward students for academic achievement, financial need, academic field of study, community service, campus activities, and outside interests.

A number of endowed and annual scholarships have been established to benefit College of Marin students in support of their academic studies. The Enrollment Services Office serves as an information center for students interested in scholarship opportunities.

Students interested in applying for these scholarships should go to the scholarship page of the COM website for information. Current students apply for scholarships by filling out an application through Academic-Works located on their MyCOM portal.

## 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 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, & 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 & 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)
SP	Satisfactory Progress towards completion of a non-credit course
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)
EW	Excused Withdrawal
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	=	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 (NP) 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 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 mycom.marin.edu (check calendar).

### Pass (P)/No Pass (NP)

A student electing to be evaluated on the "pass/no pass" basis will receive both course credit and unit credit upon satisfactory

completion of the course. No changes (election to "pass/no pass" or reversal of "pass/no pass") to the evaluation method can be made after 30% of the term or session has passed. A "pass" grade is granted for performance that is equivalent to the letter grade of "C" or better. A student who fails to perform satisfactorily will be assigned a "no pass" grade. Students are held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.

**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 for justifiable emergencies or unforeseeable reasons at the end of the semester. This will result in an "I" symbol being entered in the student's record. The decision to give an Incomplete rests solely with the instructor. A student who receives an Incomplete must make arrangements with the instructor and must make up the work no later than one year following the end of the semester in which the "I" was assigned. In extenuating circumstances, and with the instructor's approval and the Dean of Enrollment Services' approval, the student may petition for an extension of not more than one additional semester. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

The instructor for the class shall give a copy of the incomplete form to the student. This form record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal if the work is not completed. The instructor shall submit a Change of Grade form to the Office of Enrollment Services when the work is completed. If the "I" is not removed by the end of the subsequent second semester, and no extension has been granted, it shall be changed to the grade originally assigned by the instructor. See BP 4250 titled Probation, Disqualification, and Readmission, AP 4250 titled Probation, AP 4231 titled Grade Changes, AP 4255 title Dismissal and AP 5530 titled Student Rights and Grievances

for additional information regarding "I" grades and other related matters.

### In Progress Grades

In progress: The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" at the end of a term and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluative symbol (grade) in accordance with the list of evaluative grades to be recorded on the student's permanent record for the course.

### Report Delayed Grade

The RD symbol may be assigned only by the Office of Enrollment Services 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.

### Withdrawals

Withdrawals are authorized through the last day of the fourteenth week of instruction or 75% of the term, whichever is less. Students may withdraw from class using the online process described in the current class schedule or they may submit a Drop Form to the Office of Enrollment Services. It is the student's responsibility to withdraw from class by the official deadline dates published in the most recent Catalog, Schedule of Classes, and the website. Students who withdraw or drop classes during the first four weeks or 30% of the term, whichever is less, will receive no notation on their academic record. Students who withdraw after 30% of the term and before 75% of the term, whichever is less will receive a "W."

A student who remains in a course beyond the time allowed by district policy must receive a symbol or grade for that course on his or her academic record, as

authorized in Title 5 section 55023, other than a “W.”

The “W” shall not be used in calculating grade point averages, but shall be used in determining probation and dismissal pursuant to article 3 of this subchapter.

Pursuant to Title 5 Section 58004, instructors shall clear their rolls of inactive students not later than the end of the last business day before the census day for all students. Students who are dropped by instructors after 30% of the term will receive a “W.”

**“Inactive students” include:**

- “No-shows” are defined as students who did not attend courses at any time.
- Students who have (a) initiated action to cancel enrollment in all courses or (b) have been dropped by authorized college personnel in accordance with Board policies.
- Students who are no longer participating in a course.

Instructors may clear their rolls of any student who does not attend the first class meeting, including mandatory orientation sessions for distance education courses. Students not attending the first class meeting must notify the instructor in writing to request that their place be held in the class. Students who do not notify their instructors that they are not attending the first class meeting may lose their place in the class. Students who do not provide proof of meeting course prerequisites at the first class meeting may also be removed from the roll. For online courses, a student may comply with these requirements electronically by accessing the course website or emailing the instructor during the first official week of the semester.

**Excused Withdrawal**

Excused Withdrawal (EW) occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances as described in Title 5 Section 55024 (a)(2), making course completion impracticable. In the

case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student’s behavioral violation or if the student requested and was granted a mid-semester transfer. Upon verification of these conditions and consistent with the district’s required documentation substantiating the condition, an excused withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be an “EW.”

**Military Withdrawal**

Military withdrawal (MW) occurs when a student, who is a member of active or reserve United States military services, receives orders compelling a withdrawal from courses. A symbol of “MW” will be assigned and military withdrawals shall not be counted for the permitted number of course withdrawals nor in progress probation or dismissal calculations. In no case would a military withdrawal result in a student being assigned an “FW” grade.

**Withdrawals after 75% of the term or 14th week**

Students may petition to withdraw from classes due to documented extenuating circumstances after the last day of the 14th week or 75% of the term (whichever is less) and, after consultation with appropriate faculty, shall be recorded as a “W.” Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. All supporting documents must be attached to the petition at the time of submission to the Office of Enrollment Services.

A “W” symbol shall not be assigned, or if assigned shall be removed, from a student’s academic record when a

- Determination is made pursuant to Title 5 Sections 59300 et seq. that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.
- Student withdrew from one or more classes, where such withdrawal was necessary due to fire, flood or other extraordinary conditions and the withdrawal is authorized by the district pursuant to Title 5 section 58509.

**Successfully Completed**

Successful completion of a course is defined as receiving a grade of Pass (P), Credit (CR), C or higher letter grade.

**NON-REPEATABLE COURSES  
(SUBSTANDARD GRADES OR THE “W”  
SYMBOL)**

Students are allowed a maximum of three enrollments in a non-repeatable course in which the final grade has resulted in either a substandard grade below a “C,” “NP,” “NC,” or the “W” symbol as outlined below:

1. A student who receives a substandard grade or the “W” symbol on the first attempt of a non-repeatable course taken at College of Marin may enroll in that course one more time without a petition in an effort to successfully complete the course with a passing grade.
2. After receiving any combination of two substandard grades or the “W” symbol in the course, a student may submit a petition to the Office of Enrollment Services to enroll in the course for a third enrollment providing there is verifiable documentation that extenuating circumstances occurred. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.
3. For the petition to be reviewed, the student is required to meet with a counselor to complete the petition.
4. All supporting verifiable documents must be attached to the petition at the time of submission to the Office of Enrollment Services.
5. With an approved petition, the student must wait one week after the start of new and returning student registration to register for the course.

With the following exception, when a student repeats a class to alleviate substandard academic work, only the first two substandard grades and units shall be disregarded in the computation of the cumulative grade point average (GPA).

- When a student successfully completes the course at another regionally accredited college, the student may submit a petition to the Office of Enrollment Services to have the third substandard grade below a “C,” “FW,” “NC,” and “NP” excluded.

Students receiving a substandard grade below a “C,” “FW,” “NC,” and “NP” in the third attempt may not petition to alleviate the substandard grade under Academic Renewal. (See AP 4240 titled Academic Renewal.)

Students may also petition to repeat under the following circumstances:

6. **Legally Mandated Training:** Students may repeat a course any number of times where it is required for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, regardless of whether the student recorded substandard work.
7. **Significant Change in Industry or Licensure Standards:** Students may petition to repeat a course needed for employment or licensing because of a significant change in the industry or licensure standards. Students may take these courses any number of times.
8. **Extenuating Circumstances and Extraordinary Conditions (Title 5 Sections 55045 and 58509):** Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.
9. Extraordinary conditions are those which would justify the District providing the student a refund.
10. **Cooperative Work Experience (general work experience and occupational work experience):** See Repeatable Courses.
11. **Students with Disabilities:** See Repeatable Courses.
12. **Due to Significant Lapse of Time:** See Course Repetition – Significant Lapse of Time.

With an approved petition, the student must wait one week after the start of returning student registration to register for the course. Grades and Non-Progress (NPG) percentages awarded for courses repeated under these provisions are included when calculating a student's grade point average.

Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or District procedures relating to retention and destruction of records.

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

## COURSE REPETITION - SIGNIFICANT LAPSE OF TIME

Students may be permitted or required to repeat courses in which a "C" or higher letter grade, "CR," or "P" was earned where there was a significant lapse of time of not less than 36 months since the grade was earned and either:

1. A recency prerequisite for a course or program has been established which the student cannot satisfy without repeating the course; or
2. An institution of higher education to which a student seeks to transfer has established a recency requirement that the student cannot satisfy without repeating the course. When course repetition is necessary for transfer to an institution of higher education, the student may be allowed to repeat the course where less than three years have elapsed.

Under these provisions:

- With an approved petition, students must wait one week after the start of returning student registration to register for the course.
- Students requesting to repeat for number 1 above must submit verifiable documentation with the petition.
- Students requesting to repeat for number 2 above are only allowed one repeat for each course and all verifiable documentation from the transfer institution must be attached to the petition at the time of submission to the Office of Enrollment Services.
- When a course is repeated due to a significant lapse of time, the previous grade and units will be disregarded and the current grade will be used when computing a student's cumulative grade point average (GPA).
- Students receiving a substandard grade (grades below "C," "FW," "NC," and "NP," or the "W" symbol) in the repeated course may not petition to alleviate the substandard grade under Course Repetition-Non Repeatable Courses (AP 4225).

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

## REPEATABLE COURSES

Under the following special circumstances, students may repeat courses in which a grade of "C" or higher or "CR" or "P" was earned.

- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree.
- Intercollegiate athletics, as defined in Title 5 Section 55000; and
- Intercollegiate academic or vocational competition, as defined in Title 5 Section 55000, where enrollment in the course and courses that are related in content, as defined in Title 5 Section 55000, is limited to no more than four times for semester courses. This enrollment limitation applies even if the student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to special circumstances as provided in Title 5 Section 55045.

### Legally Mandated Courses

Students are allowed to repeat a course with a 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 receive a grade of "C" or higher or "CR" or "P"; however, the grade received by the student each time will be included in the calculations of the student's grade point average or NPG percentage. Prior to enrollment, the student must submit a Petition to Repeat a Legally Mandated Course along with verifiable documentation to Enrollment Services.

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

### Activity Courses

Students may enroll in activity courses in physical education, kinesiology, visual arts and performing arts. Such courses may not be repeated for more than four semesters.

This limit applies even if the student receives a substandard grade “W” during one or more enrollments, or if a student petitions for repetition due to extenuating circumstances.

### **Courses for Students with Disabilities**

Students with disabilities may 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 for one of the reasons specified in Title 5 Section 56029.

### **Cooperative Work Experience Courses**

For the satisfactory completion of all types of Cooperative Work Experience Education, students may earn up to a total of 16 semester credit hours, subject to the following limitations:

#### **1. General Work Experience Education:**

A maximum of six semester credit hours may be earned during one enrollment period in general work experience education.

#### **2. Occupational Work Experience Education:**

A maximum of eight credit hours may be earned during one enrollment period in occupational work experience education.

If a college offers only one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course, the district policy on course repetition adopted pursuant to section 55040 may permit a student to repeat that course any number of times so long as the student does not exceed the limits on the number of units of cooperative work experience education set forth in subdivision (a). Consistent with section 58161, attendance of a student repeating cooperative work experience course pursuant to this subdivision may be claimed for state apportionment.

Each time a repeatable course is repeated, the grades and units earned will be computed in the student's cumulative grade point average (GPA).

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

## **COURSE AUDIT**

In conformity with California Education Code 76370, and College of Marin Board Policy, in order to attend classes on a continuous or regular basis, individuals must either enroll as a regular student or register as an auditor. The procedures and conditions for auditing a class are as follows:

1. Courses in which auditing is allowed will be posted each semester in the Office of Enrollment Services and the online Schedule of Classes. The list of auditable courses is maintained by the Office of Instructional Management.
2. Appropriate unit fees, based on Education Code (plus any additional course costs) must be paid.
3. Students currently enrolled in 10 or more units may audit up to 3 units free of charge.
4. Auditor status will be allowed only if a student has exhausted repeat possibilities as a regular student in selected classes.
5. Auditors must be eligible for admission to college as regularly enrolled students.
6. Auditors must meet the course prerequisite.
7. Auditors will be allowed to register only after the first census date for the course in order to give priority to students registering for credit. Auditors will not be permitted to attend the course until enrollment is secured after first census. Auditors must submit an Audit Card signed by the instructor to the Offices of Enrollment Services to secure enrollment.
8. Auditors may NOT change their status to regular student in the class (or reverse).
9. Once the auditor fee is paid, it will not be refunded.
10. Students registered as auditors only will not be entitled to the regular student health services (other than emergencies).
11. No grades can be earned or transcripts maintained.
12. The instructor and student auditor will agree upon the auditor's level of participation in the class.

## **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. “Bad Faith” exists where there is fraud or the conscious doing of a wrong with a dishonest or interested motive. Bad Faith is not simply bad judgement, or judgement that others may view as harsh. “Incompetence” is the unintentional dereliction of one's duties resulting in gross negligence.

Instructors may choose to change a student's grade by submitting a Change of Grade form to the Office of Enrollment Services stating the reason for the change. No grade change will be made more than two years after the final grade was issued.

Please consult with the Dean of Enrollment 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 College of Marin.
- 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 (GPA) or non-progress grade percentage (NPG) and this shall be noted on the student's permanent record.

Academic renewal does not guarantee that other institutions outside the District will approve such action. This 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 who have been awarded an Associate Degree may not apply for academic renewal under the following conditions:

- Students with grades of "F," "FW," "NP," and "NC."
- Students who have been awarded a Certificate of Achievement may apply for academic renewal providing the courses requested for academic renewal were not applied towards the Certificate of Achievement.
- Students may request academic renewal for substandard academic performance under the following conditions:

1. At least two semesters (excluding summer session) must have elapsed since the last substandard grades were recorded.
2. The student has subsequently completed:
  - a) 24 units at a satisfactory level (minimum 2.00 grade point average/GPA) with no more than 6 units of physical activity courses used to demonstrate improved academic ability or
  - b) 12 letter-graded units (minimum 3.00 grade point average/GPA) with no more than 3 units of physical activity courses used to demonstrate improved academic ability.
3. A maximum of 24 units of substandard course work may be eliminated from con-

sideration in the cumulative grade point average. Substandard grades are any grades lower than a "C," "CR" (Credit), or "P" (Pass).

4. Students' most recent semesters utilized to demonstrate that the substandard work is not a reflection of the student's ability must not include grades below "C," "I," "IP," "FW," "NC," or "NP" grades. (Semesters with excluded grades below "C," "FW," "NC," and "NP" grades do not count toward academic renewal.)
5. Work from other colleges with recognized accreditation may be considered, if using course work from another regionally accredited college, official transcripts must be attached. Transcripts must be evaluated according to the terms outlined in this procedure.
6. Students receiving a substandard grade below a "C," "FW," "NC," and "NP" in the third attempt may not petition to alleviate the substandard grade under Academic Renewal. (See AP 4225 titled Course Repetition Substandard Grades.)
7. Academic renewal does not allow a student to repeat courses they have already repeated the maximum number of times.
8. All students are urged to consult a counselor with questions regarding academic renewal procedures before submitting the Request for Academic Renewal to the Office of Enrollment Services.

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

## FINAL EXAMINATIONS

Any student who is needlessly absent from any examination held at any time during a semester thereby forfeits any right to make up the work by re-examination. In case of illness or, if for some other unavoidable reason a student is unable to be present at an examination at the scheduled time, the student may be permitted to take the examination at a later date by arrangement with the instructor. To make up "I" symbols, the examination must be completed by the last day of final examinations of the subsequent second 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 Enrollment Services.



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

#### **Procedures for Approval of Independent Study:**

- Students must have completed 12 degree applicable credit units at College of Marin.
- Students must be in good academic and progress standing, and have earned a cumulative GPA of 2.0 at College of Marin.
- The Independent Study Contract must be completed by the student, approved by the instructor, and signed by the department chairperson.
- The Independent Study Contract must be submitted to Enrollment Services by the add deadline last day to add full-term classes.

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 through the Petition Request channel of the MyCOM Student portal: Academic/Progress Dismissal, Admission, Attendance, Graduation, Fee Payment, Refund, Residence Determination, and Student Records. All petitions are reviewed by the Dean of Enrollment Services except Grade Changes and Academic Renewal.

## **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 Enrollment Services only if the student:

- a. Believes an error has been made.
- b. Provides evidence of graduation or transferring at the end of that semester.
- c. 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 Enrollment Services within two weeks of the start of the fall and spring semester and within one week of the start of a summer session. As a condition to return, the student must meet with a counselor to complete a Student Educational Plan and all supporting documents must accompany the Petition to Return After Dismissal.

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

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

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

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

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

receive notification of the decision and procedures to appeal the decision.

### **Appeal of Dismissal**

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

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

### **Standards for Evaluating Appeals**

Dismissal appeals may be granted under the following circumstances:

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

## **ADVANCED PLACEMENT / ACADEMIC CREDIT**

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

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

**See chart on next page.**

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

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

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

Credit will be awarded as shown in the chart below.

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

Please see a counselor about using AP exam scores and credits towards meeting graduation and/or transfer requirements. Chart Notes: 1) Majors in chemistry or chemistry related disciplines may not receive credit. 2) May be used to satisfy Area B (Social/Behavioral Sciences) or Area F (American Institutions), but not both. 3) May be used to satisfy both Area B (Social/Behavioral Sciences) and Area F (American Institutions).

## OTHER ACADEMIC CREDITS

### 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 (ROP). 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).

### 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

High school students may petition to receive Credit by Examination, if they have successfully completed the following classes with a grade of "B" or better, for a College of Marin approved equivalent class taught at their high school.

- San Marin High School: AUTO 110, 3 units; AUTO 111, 3 units; ECE 114, 3 units; ECE 115, 3 units
- Novato High School: MMST 111, 3 units; MMST 142, 3 units; MMST 150, 3 units; MMST 160, 3 units
- Tamalpais High School: AUTO 110, 3 units; AUTO 111, 3 units
- Terra Linda High School: AUTO 110, 3 units; AUTO 111, 3 units
- Tomales High School: MACH 130, 2 units; MACH 131, 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 Enrollment Services to receive five units of Kinesiology. 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 an opportunity for a student to show mastery of a subject area and may be earned by one of the following methods:

1. Achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board.
2. Achievement of a score that qualifies for credit by examination in the College Level Examination Program.
3. Credit by Examination: Satisfactory completion of an examination administered by the District in lieu of completion of a course listed in the District Catalog.

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. Students may not earn more than 12 units per department, subject to the conditions outlined below.

### Determination of Eligibility to Take the Examination:

- The student must be currently registered in the college and in combined good Academic and Progress standing.
- The course is listed in the District Catalog.
- A student must have successfully completed a minimum of 12 units in residence at the College of Marin.
- The course being challenged must be offered in the semester in which the examination is being taken.

### Process for Credit by Examination

- A student must submit a completed Petition for Credit by Examination, with the instructor's approval, to the Office of Enrollment Services by the last day to drop a full-term class with a W symbol.
- The instructor authorizing the examination will issue the student a letter grade or "pass-no pass" if that grading option is available for the course.
- A student will be charged a Credit by Examination fee which will equal the enrollment fee associated with enrollment in the course for which the student seeks credit by examination.

NOTE: The student will not be enrolled in the course for which the student seeks credit by examination.

- The student's grade shall be reported on the student's petition by the instructor and submitted to the Offices of Enrollment Services by the last day to submit final grades.
- The academic record will be clearly annotated to reflect that credit was earned by examination.
- Re-examination for credit in a given course will not be allowed.
- If the student fails the "Examination," the failed grade will appear on the transcript.
- Credit by Examination counts as an enrollment for repeatability purposes and standards for dismissal and probation.
- Courses successfully completed through Credit by Examination can be used for course lineout and in determining academic renewal.
- Once a student successfully completed a course the student cannot repeat the course through Credit by Examination. Credit by Examination units apply toward graduation but cannot be applied toward part- or full-time status to receive financial aid, Selective Service deferment, Veteran's benefits, or Social Security benefits, or other student verification.

Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

Credit by Examination cannot be taken for courses in re-certification of current skills.

## ACADEMIC RECORDS

State and federal legislation permits students to have access to their academic and educational records. The College's policies and procedures pertaining to student records are contained in BP 5040, AP 5040, and AP 5045, copies of which are available at <http://www.marin.edu/com/ODP/BoardPolicies.htm>.

### TRANSCRIPTS

#### Official Transcripts

Official transcripts can be ordered online through the MyCOM portal or at [www.marin.edu](http://www.marin.edu). Students may request two free regular service transcripts (3 business days). After the first two, the fee is \$6 per regular service copy. Rush service (next business day) is available for \$15 per copy.

#### Unofficial Transcripts

Students with active MyCOM portal accounts may print their own unofficial transcripts or submit a request for Unofficial Transcript form to the Office of Enrollment Services.

#### Transcripts From Other Colleges

Students must submit official transcripts from all institutions attended during the admissions process. 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: Enrollment Services, 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, (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 & LOCATIONS**

The Office of Enrollment Services 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. Students may request two free transcripts of their College of Marin permanent academic record. See Official Transcripts heading on this page for details.

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

### **Student Privacy Rights Related to Academic Records**

The privacy of student records and exceptions under which the college may authorize access to student records are set forth in AP 5040 (. Additional information regarding the U.S. Department of Education, Family Policy Compliance office at: <http://www2.ed.gov/policy/gen/guid/fpco/index.html>. A student may file a written complaint with the Family Policy Compliance Office regarding an alleged violation under the Federal Educational Rights and Privacy Act ("FERPA"). The complaint must be timely (submitted to the office within 180 days of the date that the complainant knew or reasonably knew of the violation) and state clearly and succinctly specific allegations of fact giving reasonable cause to believe that the school has violated FERPA.

### **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 Enrollment Services; 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 allega-

tions. 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, level of education, academic major, enrollment status by term (enrolled/not enrolled), participation in officially recognized activities and sports, weight and height of members of athletic teams, and degrees and awards received, most recent previous public or private school attended. Currently enrolled students may request that directory information be permanently kept confidential by filing a Request to Withhold Directory Information with the Office of Enrollment Services.

### **Release of Student Records**

No instructor, official, employee, or Board member shall authorize access to student records to any person except under the following circumstances:

- Student records shall be released pursuant to a student's written consent by completing and submitting an Authorization for Release of Information Form to the Office of Enrollment Services.
- Directory information may be released in accordance with the definitions in BP 5040 titled Student Records, Directory Information and Privacy.
- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena. Upon receipt of a judicial order or lawfully issued subpoena the Office of Enrollment Services will notify the student of the request. If there is no written objection from the student within two weeks of notification, the requested records will be released. (34 Code of Federal Regulations, Part 99.31)
- Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.

- Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record. Officials and employees of the District having a legitimate educational interest to inspect the records of a student must receive authorization from the Dean of Enrollment Services.
- Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to state or federal law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements. A request to release student records to the agencies listed above must be made in writing to the Dean of Enrollment Services.
- Student records may be released to officials of other public or private schools or school systems, including local, county, or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code Section 76225. A request to release student records to the agencies listed above must be made in writing to the Dean of Enrollment Services.
- Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid or to enforce the terms or conditions of financial aid. A request to release financial aid records to agencies and organizations must be made in writing to the Dean of Enrollment Services.
- Student records may be released to organizations conducting studies for, or on behalf of accrediting organizations, educational agencies, or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted. Requests of student records for the purposes as described above must be made in writing to the Dean of Enrollment Services and/or the Director of Planning, Research and Institutional Effectiveness.
- Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law. Student records may be released for the purposes as described above by making a verbal or written request to the Dean of Enrollment Services, Campus Police or other responsible District administrator.
- The following information shall be released to the federal military for the purposes of federal military recruitment: student names, addresses, telephone listings, e-mail address, dates and places of birth, levels of education, degrees received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students. The District will not release student recruiting information to military recruiters for those students who request that directory information not be released.

#### **Access Log**

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

# Student Services

3

Topics covered in this section:

#### CAMPUS SERVICES

Assessment & Testing  
Bookstore  
Cashiering Services  
Computer Centers  
Counseling Services  
Food Service  
Health Center  
Libraries  
School & Community Partnerships  
Transportation & Parking

#### STUDENT SUPPORT PROGRAMS & SERVICES

CalWORKS  
Child Development Program  
EOPS/CARE  
Puente Project  
Student Accessibility Services (SAS)  
Transfer & Career Center  
Tutoring & Learning Center  
UMOJA Program  
Veteran & Military Student Resource Center  
Writing Center

#### STUDENT LIFE

Clubs  
Intercollegiate Athletics  
Performing Arts  
Student Activities & Advocacy

#### STANDARDS OF STUDENT CONDUCT

Student Conduct  
Smoking in District Facilities  
Drug-Free & Alcohol-Free Campus  
Student Conduct Regarding Academic Dishonesty  
Student Discipline Procedures

#### PROHIBITION AGAINST DISCRIMINATION & HARASSMENT

Sexual Assault & Other Assaults on Campus  
Discrimination or Harassment Complaints  
Campus Security Report

#### STUDENT RIGHTS, RESPONSIBILITIES, & GRIEVANCES

Academic Freedom

#### ADDITIONAL PHONE & OFFICE NUMBERS

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

## CAMPUS SERVICES

### ASSESSMENT & TESTING

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

Kentfield Campus  
Student Services Center, Room 238  
415-485-9469

Indian Valley Campus  
Building 27, Room 125  
Call for hours 415-485-9469

[marin.edu/assessment](http://marin.edu/assessment)

### BOOKSTORE

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

The 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://marin.edu/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.
5. Refunds for supplies and technology products given only if defective at time of purchase.

### Buyback 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 buyback days and hours will be posted.

Kentfield Campus  
Learning Resources Center, first floor  
415-485-9394

### CASHIERING SERVICES

Contact or visit Cashiering Services for information regarding account balances, payments, payment plans, parking permits, student IDs, and refunds.

Kentfield Campus  
Student Services Center, Room 235  
415-457-8811, ext. 7806

Indian Valley Campus  
Building 27, 1st Floor, East Hall  
415-457-8811, ext. 8137

### COMPUTER CENTERS

#### SMN Center Computer Labs

The Science/Math/Nursing 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 45 computers; both labs have an instructor station connected to a projector, and one lab includes 11 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  
SMN Center, Rooms 130 and 132  
415-457-8811 ext. 7739

[marin.edu/student\\_services/Labs](http://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 PCs and 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 1:00-7:30pm Monday through Thursday, and 10:30am-5:00pm Friday.

Kentfield Campus  
Learning Resources Center, Room 35 and  
Academic Center, Room 116  
415-485-9603

Indian Valley Campus  
Building 17, Room 100  
415-883-2211 ext. 8231 or 8234

### 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

## COUNSELING SERVICES

Counseling Services are available to all students; however, special programs such as EOPS and SAS 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 affect their academic performance. Services and resources are located in the Counseling Services area at both campuses and include the following:

- Information on transfer, degree and certificate programs;
- Transfer workshops;
- Career planning and college success courses;
- 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 Center, Room 212. Students may also schedule appointments through their MyCOM Portal.

Indian Valley Campus Office  
Building 27, Rooms 105 and 106  
[marin.edu/studentservices/counseling/](http://marin.edu/studentservices/counseling/)

## 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 Center, lower level  
415-456-7661

Vending Machines  
Indian Valley Campus  
Building 27, Room 121  
and Building 3, First Floor Lobby

## HEALTH CENTER

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

Each properly registered student has coverage under the Marin Community College District's student accident insurance policy for accidents occurring on either campus, at any site where College of Marin courses are offered, or at other College of Marin-sponsored and supervised activities. Students participating in athletic competition are insured under this accident insurance policy.

**Note: The student accident insurance policy is supplementary to the student's own personal medical insurance and does not guarantee full coverage.**

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

Kentfield Campus  
Health Services Portable, Parking Lot 6  
415-485-9458

Indian Valley Campus  
Building 9, Room 121  
415-485-9458

[marin.edu/student\\_services/health-services/index.html](http://marin.edu/student_services/health-services/index.html)

## LIBRARIES

College of Marin has libraries at the Kentfield and Indian Valley Campuses. Our friendly staff can help you borrow a textbook, get a library card, or check out a book. The faculty librarians provide information literacy instruction both one-on-one and in a classroom setting; we are here to ensure your research assignments are a success.

Looking for a comfortable place to read, write, study, or just relax? The libraries provide computers, wireless access, printers, photocopiers, scanners, and plenty of study space for individuals and groups.

Getting a library card takes just a few minutes and allows you to check out some of our 100,000 items. Our many electronic resources are available anywhere, anytime on the MyCOM Portal's Library tab.

Students can request books, DVDs, and more from Dominican University or any public library in Marin and have them delivered to College of Marin. All members of the public may use their MARINet library card to check out items.

Need help online? Please e-mail us at [askalibrarian@marin.edu](mailto:askalibrarian@marin.edu) or visit our website at [marin.edu/lrc](http://marin.edu/lrc).

Kentfield Campus  
Learning Resources Center (2nd level)  
415-485-9756 ext. 7756 and 7656

Indian Valley Campus  
Building 27, Room 124  
415-457-8811 ext. 8505

[marin.edu/lrc/contact.html](http://marin.edu/lrc/contact.html)

## PSYCHOLOGICAL SERVICES

Psychological Services are available to all enrolled students and provide short-term therapy, crisis support, consultation, and referral to off-campus providers. Therapists are available to support students with a variety of difficulties, including:

- Stress Management
- Anxiety
- Depressions
- Loss/Trauma
- Family and Relationship Difficulties
- Cultural Concerns
- Identity Issues
- Academic/Career Issues

Psychological Services adhere to strict confidentiality standards. To find out more or for an appointment, call 415-485-9649. Services are provided by appointment only. [ss.marin.edu/counseling/psychological-services](http://ss.marin.edu/counseling/psychological-services)

If you are in need of immediate support and/or are having serious thoughts of hurting yourself or others, please call 911 or Psychiatric Emergency Services (PES) at 415-473-6666.

## SCHOOL & COMMUNITY PARTNERSHIPS

The Office of School and Community Partnerships develops and fortifies relationships with public and private high schools in and outside of Marin County; builds and sustains partnerships with community based organizations serving prospective College of Marin students; networks with elementary and middle schools in Marin County to develop a pipeline of information and support for prospective students and their parents; sustains the Student Ambassador program as a primary recruitment tool for the college; develops and produces events that highlight college programs and opportunities for potential students, including families and schools; serves as a community public relations agent for the college; facilitates recruitment and retention programs for under-represented students; and provides 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 Center, Room 232  
415-485-9663

Indian Valley Campus  
Building 17, Room 106  
415-485-9663

[outreach@marin.edu](mailto:outreach@marin.edu)  
[marin.edu/departments/outreach](http://marin.edu/departments/outreach)

Student Ambassador Phone  
415-457-8811 ext 7860

## TRANSPORTATION & PARKING

### Transportation

All enrolled COM students receive unlimited free rides on local Marin Transit buses using their COM Card Student I.D. with a current validation sticker. Marin Transit provides bus service from all areas of Marin County to COM. Route 122 offers an express connection between the San Rafael Transit Center, San Anselmo Hub, and KTD. Bus schedules are available in the Student Services areas on both campuses. For more information visit [marintransit.org/COM](http://marintransit.org/COM).

Please note that validation stickers are only good for the semester indicated. New validation stickers will be available to enrolled students at the beginning of each Fall and Spring semester. COM Card Student I.D. and validation stickers are available at Cashiering Services, KTD, SS 235. Call 415-457-8811 ext. 7806 for more 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.

### Motorcycle and disabled parking are available with no fee.

Parking permits are required at all times, including evenings (except Sundays and school holidays). Be sure to read the signs at the entrances to parking lots. The signs explain what type of permit is allowed in the lot (staff or student), and include any additional parking regulations. For student parking lot locations, see the campus maps.

Daily permits and term permits are valid at either campus. All California Vehicle Codes can be enforced in campus parking lots. Obey all signs and markings. All vehicles improperly parked will be cited, and may be towed.

### Daily Parking Permits

A daily parking permit may be purchased from dispensers located in several student parking lots. In the event of a dispenser malfunction, a daily permit must be purchased from a different machine. Please report all malfunctions to the campus police at 415-485-9696. The cost for a daily permit is \$4 (subject to change) and must be visible on the driver side of the vehicle dashboard.

### Term Parking Permits

A term permit is more convenient and will save you money compared to a daily permit. A term permit is \$41 or \$25 for summer session (subject to change) and is available to enrolled students.

### Financial Aid Students Parking

Students receiving Financial Aid are permitted to purchase parking permits at half price. Online orders are automatically adjusted to half price for eligible students.

**Note: Lost or Stolen Permits will not be replaced.**

# STUDENT SUPPORT PROGRAMS AND SERVICES

## 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 Resources Center, Room 160  
415-485-9605

Indian Valley Campus  
Building 27, Room 104  
Call for appointment 415-485-9605

[ss.marin.edu/eops-calworks](http://ss.marin.edu/eops-calworks)

## CHILD DEVELOPMENT PROGRAM

The Child Development Program provides early education for the infants, toddlers, and preschool age children of College of Marin students, with priority going to low income student families. A student discount is available. Centers are located on both campuses and provide care during fall and spring semesters.

The preschool centers serve as demonstration classrooms that provide child observation, research and practicum opportunities, student teacher training, and Work Study jobs for College of Marin students who are taking courses in Early Childhood Education, Pediatric Nursing, Child Psychology/Human Development, Behavioral Science and related fields.

Kentfield Child Study Center  
1144 Magnolia Avenue, Larkspur  
415-485-9468

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

Please see the Child Development Program website for more information and to download a Preliminary Application for the Preschool Centers: [marin.edu/student\\_services/child\\_care.htm](http://marin.edu/student_services/child_care.htm). For more information, please call the Child Development Program Office at (415) 883-2211, ext. 8221.

## Infant Toddler Center

The Early Head Start Center on the Indian Valley Campus provides infant/toddler care to student families with children ages birth to three years. There is no cost to eligible families.

To apply, please call Marin Head Start at 415-883-3791 or visit [marin.edu/student\\_services/child\\_care.htm](http://marin.edu/student_services/child_care.htm) to download an application. Please be sure to indicate on the application that you are applying for the IVC Early Head Start Center.

Indian Valley Children's Center  
Early Head Start Infant Toddler Center: Bldg. 12;  
415-883-2211, ext. 8171

## EOPS/CARE

EOPS offers assistance to educationally and economically disadvantaged students to help them reach their educational goals. Support services may include counseling (academic, career and personal), book grants, a textbook lending library, and scholarships.

CARE is an additional support program for EOPS students who are single parents currently participating in CalWORKs or TANF. Services may include textbooks and school supplies, parking permits, transportation grants and lunch vouchers.

Kentfield Campus  
Learning Resources Center, Room 160  
415-485-9605

Indian Valley Campus  
Building 27, Room 104  
Call for appointment: 415-485-9605

[ss.marin.edu/eops-calworks](http://ss.marin.edu/eops-calworks)

## PUENTE PROJECT

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. For more information, call 415-485-9432.

## STUDENT ACCESSIBILITY SERVICES (SAS)

This program supports an accessible and welcoming environment for individuals with disabilities (temporary or permanent) while ensuring compliance with federal and state regulations. To request SAS accommodations services, students must make an appointment to meet with an SAS counselor and be prepared to provide verification of disability.

Students then participate in an interactive exchange with the counselor to determine what may be appropriate accommodations.

For more information, please visit [marin.edu/DSPS/index.html](http://marin.edu/DSPS/index.html). To schedule an appointment with a counselor, please call 415-485-9406. Disabilities related documentation may be faxed to 415-457-4791 or emailed to [sas@marin.edu](mailto:sas@marin.edu). SAS also oversees the Adapted Physical Education (APE) Program. More information may be found at [marin.edu/DSPS/index.html](http://marin.edu/DSPS/index.html), by emailing SAS at [sas@marin.edu](mailto:sas@marin.edu) or by directly contacting APE at 415-485-9654.

Students and/or members of the general public who have a disability and wish to access COM outside of their coursework (e.g., for events) are not required to self-disclose their disability or use the educational accommodations process in order to do so. A person having difficulty accessing the campus in this regard and/or needing to make a special access request as a result, should contact Student Activities & Advocacy at 415-485-9376.

Kentfield Campus  
Learning Resources Center, Room 40N  
415-485-9406

Indian Valley Campus  
Building 27, Room 104  
Call 415-485-9406 for an appointment.  
[marin.edu/DSPS/index.html](http://marin.edu/DSPS/index.html)

## TRANSFER & CAREER CENTER

The Transfer and Career Center provides transfer, career exploration, and employment services and resources to students. The center houses an extensive library of online and print resources with information on universities and colleges, scholarships, majors, careers, labor markets, employment trends, résumés, cover letters, and more. Workshops are offered to help students in planning their transfer path, choosing a major and/or career, and preparing for employment.

Annual College and Job Fairs introduce students to the numerous transfer and career opportunities available. There is an online job board listing employment opportunities in the local area including full-time, part-time, temporary, and volunteer positions. Other activities and resources provided by the center include a internship program, university campus tours, transfer representative visits, employer of the day events, and interactive online programs and tutorials. Drop-ins are welcome and appointments are available.

Kentfield Campus  
Student Services Center Room 206  
415-485-9424

[marin.edu/student\\_services/transfer/index.html](http://marin.edu/student_services/transfer/index.html)

The online job service is located at:  
[marin-csm.symplicity.com](http://marin-csm.symplicity.com).

## TUTORING & 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.

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 27, Internet Cafe (Career Study Center)  
[ss.marin.edu/tlc](http://ss.marin.edu/tlc)

## UMOJA PROGRAM

The College of Marin Umoja program is part of a statewide community of educators and learners committed to the academic success, personal growth, and self-actualization of African American and other students.

The Umoja program provides a variety of support services to support student retention, graduation, transfer to four-year institutions, and overall academic success. These include first-year classes which students take together as a learning cohort, academic counseling, student mentoring, financial support (including course materials and potential scholarships), special seminars, cultural workshops, and field trips. The program is open to all College of Marin students. If students have already taken the coursework, they are still eligible for other services and participation. For more information contact [umojaprogram@marin.edu](mailto:umojaprogram@marin.edu) or visit the EOPS office, LC 160.

## VETERAN & MILITARY STUDENT RESOURCE CENTER

The COM Veteran and Military Student Resource Center supports students who are veterans, active duty and reserve members of the military, and their families. The Center assists student veterans as they transfer from military to student life by creating a space on campus where all veterans can go to develop a sense of unity, pride, and community. COM also has a student Veterans Association.

Students can access the Center during regular business hours, utilizing the lounge and study areas, and enjoy free coffee between classes. The office is located in SS 202. Stop by to meet our staff and visit with other veterans. For more information, e-mail [VetCenter@marin.edu](mailto:VetCenter@marin.edu) or call 415-485-9410.

## 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 120  
415-485-9609

## STUDENT LIFE

### CLUBS

Under the sponsorship of the Associated Students (ASCOM), and with oversight and guidance by the Director of Student Activities and Advocacy, students may participate in 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 or staff advisor and to meet operating standards set by the District Business Office in the collection and distribution of club funds.

Kentfield Campus  
Student Services Center, Room 247/251  
415-485-9469

## INTERCOLLEGIATE ATHLETICS

Eligibility for Intercollegiate Athletics is governed by the California Community College Athletic Association. A student must have an active Educational Plan on file and be actively enrolled in a minimum of 12 credit units during the season of competition, 9 of which must count toward their Educational Plan.

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

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 ACTIVITIES & ADVOCACY

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 visit the College of Marin Student Activities and Advocacy web page.

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

Kentfield Campus  
Student Activities and Advocacy Office  
Student Services Center, Room 250  
415-485-9376

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

Indian Valley Campus  
Building 27, Room 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 STUDENT 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. BP 5500, Standards of Student Conduct, can be found at <http://policies.marin.edu/sites/policies/files/BP5500-StandardsofStudentConduct.pdf>, and is briefly described below. Questions regarding BP 5500 should be referred to the Director of Student Activities and Advocacy. A hard copy is available at the Director of Student Activities & Advocacy Office, Student Services Center, Room 251.

### STUDENT CONDUCT

Upon enrolling in the College, students assume an obligation to conduct themselves in a manner compatible with the educational purposes of the College.

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.

- Assault, battery, or attempted assault or battery, or any threat of force or violence upon a student or District personnel.
- Possession, sale or otherwise furnishing any firearm, dirk, dagger, ice pick, knife, explosive or other dangerous object, including but not limited to any facsimile of the foregoing objects, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from the Chief of Police who has the concurrence of the Superintendent/President. Also see BP/AP 3530 titled Weapons on Campus.
- Unlawful possession, use, sale, offering 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 Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or any poison defined in Business and Professions Code Section 4240, or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- Committing, or attempting, or being an accomplice to robbery or extortion.
- Causing or attempting to cause damage to district property or to private property on campus.
- Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property, or knowingly receiving stolen private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or 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 ethnic group identification, national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, genetic information, or on the basis of one or more of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.
- Engaging in intimidating conduct or bullying against another student or District personnel through words or actions including direct physical contact, verbal assaults such as teasing or name-calling, social isolation or manipulation, or cyberbullying.
- Willful misconduct which results or has the potential to result in injury or death to a student or to District personnel or which results in cutting, defacing, or other damage to any real or personal property owned by the District or on campus. The District may require students who cause damage to replace property or pay the cost of damages.
- Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent interruption or abuse of District personnel.
- Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
- Unauthorized possession, duplication, or use of keys to any District premises or unauthorized entry upon or use of District facilities.
- Engaging in expression which is libelous or slanderous; or which so incites others as to create a clear and present danger of the commission of unlawful acts on District premises or at District-sponsored or supervised functions, 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, transferring, distributing, or publishing 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 use by a student of any electronic listening or recording device in any classroom without the prior consent of the instructor.
- Violation of BP/AP 3720 titled Information Technology Use or any conduct that constitutes a computer-related crime pursuant to Penal Code Section 502.
- The offering of any inducement or item of value to influence the awarding of any grade or to alter any official District record.
- Solicitation or acceptance of money or other item of value as an inducement, encouragement, or reward for intercollegiate participation in violation of Education Code Section 67361 or false declarations regarding eligibility for participation in intercollegiate athletics under Education Code Section 67362.
- Accessing and/or disclosing confidential District information, including student records, without authorization.
- Failure to obey federal, state, and local laws in connection with District attendance or activity.
- Tampering with the election of any student organization recognized by the District.
- Hazing, which is defined as a "method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by the College, which is likely to cause serious bodily injury or personal



degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil.”

- Abuse of the Student Conduct System, including but not limited to:
  1. Failure to obey the summons of the Student Conduct Hearing Committee or District official.
  2. Falsification, distortion, or misrepresentation of information.
  3. Disruption or interference with the orderly conduct of a judicial proceeding or Student Conduct Hearing Committee.
  4. Attempting to discourage an individual's proper participation in, or use of, the District judicial system.
  5. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding or Student Conduct Hearing Committee.
  6. Failure to comply with the sanctions imposed under the Standards of Conduct and/or Education Code.

### 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. Vaping is considered smoking and is not allowed, except in designated smoking areas.

### DRUG-FREE & 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.

### STUDENT CONDUCT REGARDING ACADEMIC HONESTY

The following conduct is considered academic dishonesty, will not be tolerated, and shall constitute good cause for discipline, including, but not limited to, removal, suspension or expulsion of a student. Cheating, plagiarism (including plagiarism in a student publication), or knowingly engaging in other forms of academic dishonesty, including, but not limited to:

- Copying, in part or whole, from someone else's quiz, examination, or work. For purpose of this item, “examination” includes quizzes, tests, and other graded or evaluated exercise.
- Submitting work presented previously in another course, if contrary to the rules of either course.
- Altering or interfering with grading.
- Using or consulting any sources or materials, including electronic devices, not authorized by the professor during an examination.
- Committing other acts which defraud or misrepresent one's own academic work.
- Incorporating sentences, paragraphs, or parts of another person's writing, without giving appropriate credit, and representing the product as one's own work.
- Representing another's artistic/scholarly works (such as musical compositions, computer programs, photographs, paintings, drawings, or sculptures) as one's own.
- Submitting an academic assignment purchased from a research/term paper service, or written by another individual; or work obtained electronically (e.g. via the internet) and representing it as own work.
- Purposefully allowing another student to copy from your paper during an examination.
- Giving your homework, term paper, or other academic work to another student to plagiarize.
- Having another person fraudulently submit any work in your name.
- Lying to an instructor or District official to improve your grade.
- Allowing other persons to misrepresent themselves as the student for any purpose, including interacting with any District employees, submission of work, attendance, or taking examinations.
- Misrepresenting circumstances in an effort to improve a grade.
- Altering graded work after it has been returned and then submitting the work for re-grading without the instructor's permission.
- Removing tests or examinations from the classroom or other area without the approval of the instructor.
- Stealing or being an accomplice to stealing tests or examinations.
- Forging signatures on drop/add slips or altering other District documents.

## STUDENT DISCIPLINE PROCEDURES

The District's procedures for addressing alleged violations of the Standards of Student Conduct are set forth in AP 5520. The purpose of AP 5520 is to provide a prompt and equitable means to address violations of the Standards of Conduct (BP 5500 titled Standards of Conduct) and to ensure that students are afforded due process and free expression as protected by state and federal constitutions, laws, and regulations.

Please see AP 5520 for information regarding "Student Discipline and Due Process."

### AP 5520 Student Discipline and Due Process

<http://policies.marin.edu/sites/policies/files/AP5520-StudentDisciplineandDueProcess.pdf>

A hard copy is available at the Director of Student Activities & Advocacy Office, Student Services Center, Room 251, or at the Student Conduct Officer's office in Learning Resource Center, Room 150.

## PROHIBITION AGAINST DISCRIMINATION AND HARASSMENT

College of Marin prohibits all forms of discrimination or harassment based on one or more of the following actual or perceived characteristics: age, ancestry, color, religious creed, family & medical care leave, disability (mental and physical) including HIV and AIDS, marital status, medical condition (including cancer and genetic characteristics), genetic information, military and veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding, and medical conditions related to pregnancy, childbirth, or breastfeeding), gender, gender identity, gender expression, and sexual orientation.

Prohibited sexual harassment includes any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault, or stalking. The College prohibits discrimination and harassment occurring in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in College facilities or at another location, or at an off-campus site or facility maintained by the College or on grounds or facilities maintained by a College student organization. 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 or in connection with any District program or activity are also expected to follow these guidelines.

The Marin Community College District is committed to 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. The Title IX/EEO/ADA Compliance Officer for the College District is the Assistant Director of Human Resources (please see contact information below).

## SEXUAL ASSAULT & OTHER ASSAULTS ON CAMPUS

Any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault, or stalking as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District facilities or at another location, or on an off-campus site or facility maintained by the District or on grounds or facilities maintained by a student organization, is a violation of Board policies and administrative procedures and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. (See AP 3540)

Information about the District's policies and procedures pertaining to sexual and other assaults, and other forms of discrimination or harassment, is available at: <http://www.marin.edu/rights/index.html>.

Additional information on assistance for victims of sexual assaults is available at: [marin.edu/police/sexual-assault.html](http://marin.edu/police/sexual-assault.html). If you are the victim of, or become aware of, a sexual assault on College property or in connection with any College program or activity, please contact the District's Assistant Director of Human Resources at 415-485-9520 or the District's Police Department at 415-485-9696.



## DISCRIMINATION OR HARASSMENT COMPLAINTS

If you have experienced discrimination or harassment, including any incident of sexual violence, based on one or more of the above-referenced characteristics, or are aware of any discrimination or harassment based on one or more of these characteristics, contact:

Nekoda Harris, Assistant Director of Human Resources  
Bldg 11, 2nd Floor, Indian Valley Campus  
415-485-9520

Assistant Director Harris' responsibilities include serving as the College's:

- **Title IX Officer:** to address harassment or assault based on gender and to ensure equal access to all College programs and services regardless of gender; and
- **ADA Coordinator:** (Americans with Disabilities Act) to ensure equal access to College facilities, programs and services for people with disabilities, including students, employees, and others who may visit District facilities.

Students who believe that the prohibition against discrimination or harassment has been violated have the right to file a complaint with: (1) the District; (2) the State Chancellor's office; and/or the United States Department of Education Office of Civil Rights ("OCR").

Complete information on the District's Discrimination and Harassment Complaint Procedures is set forth in Administrative Procedure 3435, a copy of which can be found at <http://policies.marin.edu/sites/policies/files/AP3435-DiscriminationandHarassmentInvestigations.pdf>.

This and further Administrative Procedures and Board Policies, including those listed below, can be found on the college website, on the "Policies and Procedures" page, under the "About the College" tab.

### AP 3410 Nondiscrimination:

<http://policies.marin.edu/sites/policies/files/AP3410-Nondiscrimination.pdf>

### AP 3430 Prohibition of Harassment:

<http://policies.marin.edu/sites/policies/files/AP3430-ProhibitionofHarassment.pdf>

### AP 3435 Discrimination and Harassment Investigations:

<http://policies.marin.edu/sites/policies/files/AP3435-DiscriminationandHarassmentInvestigations.pdf>

### AP 3540 Sexual and Other Assaults on Campus:

<http://policies.marin.edu/sites/policies/files/AP3540-SexualandOtherAssaultsonCampus.pdf>

Hard copies are also available at:

KTD - Office of the Director of Student Activities & Advocacy, Student Services Center, Room 251; and

IVC - Office of the Assistant Director of Human Resources, Bldg. 11, 2nd Floor

## CAMPUS SECURITY REPORT

College of Marin's annual Campus Security Report is available online at [marin.edu/police/security-report.html](http://marin.edu/police/security-report.html). This report is required by federal law and contains policy statements and crime statistics for the school. The policy statements address the school's policies, procedures, and programs concerning safety and security; for example, policies for responding to emergency situations and sexual offenses. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school, and on public property within or immediately adjacent to the campus. You may also request a paper copy from the Police Department, Kentfield Campus, VS1. The District publishes and distributes the Annual Security Report to all students and employees each year by October 1, and is available to be downloaded from our COM website under "Administration/Campus Police" tab.

## STUDENT RIGHTS, RESPONSIBILITIES, AND GRIEVANCES

Governing policies and procedures have been created by the College to foster a healthy environment for student empowerment and success. Students are expected to review and understand their rights and responsibilities.

## ACADEMIC FREEDOM

Academic freedom protects a teacher's right to teach and a student's right to learn, and is necessary in order for College of Marin to fulfill its mission of providing excellent educational opportunities for all members of our diverse community.

The exercise of academic freedom allows society to enjoy the benefits of honest

intellectual discourse and the transmittal of knowledge. College of Marin's academic employees must be free from pressures and demands that restrict intellectual discovery and the dissemination of knowledge. The college shall promote and protect an educational climate in which teachers and students can assert their ideas without fear of reprisal. By the same token, College of Marin faculty and students have a responsibility, under the guidelines of academic freedom, to engage in teaching and learning that honors, respects, and supports divergent viewpoints.

### Penal Code Section 290.01 Responsibility

As set forth in District Administrative Procedure 3516, students who are required to register with the campus Police Department per Penal Code section 290.01 must do so within five working days of enrollment. The Police Department is located at 835 College Avenue, Kentfield, CA 94904, Building VS1, Parking Lot 12.

### Student Grievances

The purpose of District Administrative Procedure 5530 is to provide a prompt and equitable means of resolving student grievances when no other administrative procedure, Marin Community College District departmental procedure, collective bargaining agreement, or statutory procedure applies. See Section III of AP 5530 for a list of other procedures applicable to concerns related to harassment, discrimination, unsafe assignments, grade changes, academic probation, dismissal and readmission, student discipline, student records, residency, and police department citations.

Any students or applicants who have questions about which procedure applies to their particular concerns are encouraged to go to the Office of the Vice President of Student Learning and Student Services for assistance.

### AP 5530 Student Grievances

<http://policies.marin.edu/sites/policies/files/AP5530-StudentGrievances.pdf>

A hard copy is available at the Director of Student Activities & Advocacy Office, Student Services Center, Room 251.

# 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.

Affirmative Action/Compliance Officer 485-9504	VS
Alpha GAMMA Sigma 415-485-9213	SS 119
Alumni Association 415-485-9686	
Assessment and Testing 415-485-9469	SS 238
Associated Students (ASCOM) 415-485-9390	SS 241
Bookstore 415-485-9394	LC Downstairs
CalWORKs 415-485-9605	LC 160
Cashiering Services 415-457-8811, ext. 7806	SS 235
Child Development Program 415-485-9468	CSC 102
Child Study Center (Preschool) 415-485-9468	CSC
Community Education and Lifelong Learning 415-485-9305	SS 145
Counseling Appointments 415-485-9432	SS 212
ESCOM (Emeritus Students College of Marin) 415-485-9652	SS 146
English as a Second Language (ESL) 415-485-9642	AC 109
Enrollment Services 415-457-8811, ext. 7722	SS 254
EOPS/CARE 415-485-9605	LC 160
GED/Basic Skills 415-485-9445	LC 120
Health Center 415-485-9458	HS Portable, Lot 6
Health Sciences Office 415-485-9319	SMN 301B
International Education 415-457-8811, ext. 7740	SS 124

Lost and Found/Campus Police 415-485-9455	VS 1	ESCOM (Emeritus Students College of Marin) 415-457-8811, ext. 8322	Bldg 10, R140
Math Lab 415-485-9608	SMN 129	Enrollment Services 415-883-2211, ext. 8822	Bldg 27, 1st Floor, East Hall
Media Center/Language Lab 415-485-9645	LC 120	EOPS/CARE 415-485-9605	KTD
Parking Permit Purchase 415-457-8811, ext. 7806	SS 235	Fiscal Services 415-884-3160	Bldg 9, R100
Police, Campus 415-485-9455	VS 1	Food Vending Machines	Bldg 3, 1st Floor Lobby, Bldg 27, R121
School & Community Partnerships 415-485-9663	SS232	Health Center 415-457-8811, ext. 8126	Bldg 9, R121
Student Accessibility Services 415-485-9406	LC 40N	International Education 415-457-8811, ext. 7740	Bldg 27, R122
Student Activities and Advocacy 415-485-9375	SS 251	Learning Center - Math 415-883-2211, ext. 8510	Bldg 17, R100
Student Ambassadors 415-457-8811, ext. 7860	SS 232	Library 415-883-2211, ext. 8505	Bldg 27, R124
Swimming Pool 415-485-9587	PE	Lost and Found/Campus Police 415-883-3179	Bldg 22, R104
Transfer/Career Center/Job Placement 415-485-9424	SS 202	Police, Campus 415-883-3179	Bldg 17
Tutoring and Learning Center (TLC) 415-485-9620	LC 160	School & Community Partnerships 415-485-9663	KTD
Veterans and Military Student Resource Center 415-485-9410	SS 202	Student Accessibility Services 415-485-9406	KTD
Veterans Office (Enrollment Services) 415-487-8811, ext. 8822	SS 254	Swimming Pool 415-883-3473 or 457-8811, ext. 8262	Bldg 21
		Transfer & Career Center 415-485-9424	Bldg 27

## INDIAN VALLEY CAMPUS (IVC)

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

Assessment and Testing 415-485-9469	Bldg 27, R125	Veterans Office (Enrollment Services) 415-457-8811, ext. 8822	Bldg 27, 1st Floor, East Hall
Associated Students (Emeritus) 415-883-2211, ext. 8322	Bldg 10	Workforce and Economic Development 415-883-2211, ext. 8506	Bldg 8, R135
Career Education Office 415-883-2211, ext. 8200	Bldg 8, R133		
Cashiering Services 415-883-2211, ext. 8137	Bldg 27, 1st Floor, East Hall		
Child Development Program Office 415-883-2211, ext. 8221	Bldg 11		
Children's Center (Preschool) 415-883-2211, ext. 8170	Bldg 12		
Community Education and Lifelong Learning 415-485-9305	Bldg 27, R107		
Counseling Appointments 415-485-9432	KTD		
Early Head Start Infant Toddler Center 415-883-2211, ext. 8171	Bldg 12		



# Graduation and Degree Requirements

## 4

## CATALOG RIGHTS

The catalog sets forth graduation requirements for achieving an associate degree, and these requirements may change from one catalog to the next. Catalog rights are established for any semester that a student is in attendance. The specific catalog employed toward graduation requirements for Associate Degrees or Certificates of Achievement and all implied rights cease after two consecutive semesters of nonattendance. 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 an Associate Degree or Certificate of Achievement and who have maintained their catalog rights may use that catalog or any subsequent catalog, up to and including the current catalog.

## GRADUATION REQUIREMENTS

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

1. Competence in reading, written expression, and mathematics. **(For students who have maintained catalog rights prior to Fall 2009):**
  - a. A satisfactory score on the Math Assessment Test, i.e., eligibility beyond Math 101, OR completion of Elementary Algebra (Math 101, or Math 101A plus Math 101B or Math 101X plus Math 101Y) with a grade of "C" or higher, "CR," or "P."
  - b. Completion of English 120 or 150 with a grade of "C" or higher, "CR," or "P," depending on the major requirements.
2. **(For students entering Fall 2009 or any semester thereafter):**
  - a. A satisfactory score on the Math Assessment Test, i.e., eligibility beyond Math 103, OR completion of Intermediate Algebra (Math 103 or Math 103A plus Math 103B or Math 103X plus Math 103Y), OR Statistics 106 (Statway II) with a grade of "C" or higher, "CR," or "P."
  - b. Completion of English 150 with a grade of "C" or higher.
3. Sixty (60) lower division degree applicable units of regionally accredited college courses that have been properly approved pursuant to Title 5 Section 55002(a) and 55062.
  - a. College of Marin courses numbered 0-99 do not apply toward the 60 units required for graduation, even though they may be listed as part of a vocational program major.
  - b. Students who have maintained catalog rights prior to Fall 2009 must have an overall grade point average (GPA) of 2.0 or higher in all courses taken at College of Marin and all courses transferred from other colleges used toward a degree or Certificate of Achievement, and be in good academic standing at the college.
  - c. All students entering Fall 2009 or any term thereafter, each course applied towards the major or area of emphasis must be completed with a grade of "C" or higher, "CR," or "P" if the course is taken on a "pass/no pass" basis (Title 5 Section 5063 (a)(2)).
4. A minimum of 20 semester units in general education and at least 18 semester units in an approved major as described in this college catalog.
5. A minimum of 12 units successfully completed in residence at College of Marin in the major. When injustice or undue hardship would result, students may file a petition at the Office of Enrollment Services to have this requirement waived. The petition will be forwarded to the department for review. Even with an approved waiver, students must complete a minimum of 60 units for graduation, have a minimum of 18 units in the major and 20 units in general education.

### Certificates of Achievement

A Certificate of Achievement will be awarded upon satisfactory completion of the following requirements:

1. Successful completion of a course of study or curriculum that consists of 18 or more semester units of degree-applicable credit coursework as described in this college catalog.
2. Students who have maintained catalog rights prior to Fall 2009 must have an overall grade point average (GPA) of 2.0 or higher in all courses taken at College of Marin or transferred from other colleges, which are to be applied toward the Certificate of Achievement.
3. All students entering Fall 2009 or any term thereafter must complete each course applied towards the major and/or area of emphasis with a grade of "C" or higher, "CR," or "P" if the course is taken on a "pass/no pass" basis (Title 5 Section 5063 (a)(2)).
4. Courses numbered 0-99 are non-degree applicable but may be used for a Certificate when listed as a major requirement.

### Skills Certificates

Requirements for skills certificates are less than 18 units and are listed in the college catalog. Students should check with the director or department chair for the process to receive completed certificates.

### 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.

### Deleted Degrees and Certificates of Achievement

1. Students who have maintained their catalog rights:
  - a. After a degree or certificate has been deleted, it may still be conferred for 3 years beyond the deletion date if the degree or Certificate of Achievement is not out of compliance with Title 5.
  - b. If courses that are part of a deleted degree or Certificate of Achievement have also been phased out, students and counselors should work with the discipline Department Chair or coordinator to determine suitable/appropriate courses to substitute for requirements that are no longer offered.
2. Students who have not maintained their catalog rights must follow the college's policy on Catalog Rights.
3. Degrees or Certificates of Achievement that are out of compliance with Title 5 cannot be conferred past the deletion date.

For additional information pertaining to deleted degrees and Certificates of Achievement, please consult a College of Marin counselor.

### Course Substitution/Waiver

Substitution/Waiver for any required course must be approved through student petition. An official transcript and catalog description must accompany the petition. For non-comparable courses, Department Chairs will be consulted to determine course acceptability. Even with an approved waiver, students must complete a minimum of 60 units for graduation, have a minimum of 18 units in the major, 20 units in general education and complete the residency requirement.

### Official Transcripts

In order to apply units completed at another institution toward a degree or Certificate of Achievement, official transcripts may be mailed or hand delivered, provided they arrive in an original sealed and stamped envelope from the issuing institution. College of Marin will also accept faxed or e-mailed official transcripts from a district-approved secured credentialing service. Official transcripts have an embossed or water seal.

Official transcripts, if mailed, should be sent via U.S. Mail to the College of Marin Counseling Department, Kentfield, CA 94904. Transcripts from other colleges received by the College of Marin will not be copied for release to the student.

### Transfer Units

- U.S. Accredited Colleges: Students may only transfer lower division units from a regionally accredited college or university.
- Foreign Colleges: Transcripts from foreign colleges and universities will be accepted only when evaluated by U.C., C.S.U., or an evaluating service recognized by the College of Marin. Lower division credit will be granted when the academic level of the course work is deemed to be comparable to that of classes taught in regionally accredited United States colleges and universities.
- Upper division units may not be used toward an AA or AS degree. Students may, however, submit a petition to the Office of Enrollment Services for a waiver of requirements with relevant upper division work. Even with an approved waiver, students must complete a minimum of 60 units for graduation, have a minimum of 18 units in the major, 20 units in general education and complete the residency requirement.

### General Education (GE) Certification for Transfer

Students requesting GE Certification must complete:

1. All courses with a "C" or higher "CR" or "P" for IGETC Certification.
2. All courses with a 2.0 grade point average (GPA) or higher with a minimum of 30 units completed with a "C" or higher for CSU Certification.

### Graduation Applications

The completion of an Application for Graduation/Certificate of Achievement and any relevant official transcripts and petitions must be submitted by the established deadline.

- Graduation requirements must come from a single catalog. Students who have maintained their catalog rights may use that catalog or any subsequent catalog up to and including the current catalog.
- A student who receives a Degree/Certificate of Achievement in one major may subsequently or simultaneously work on a Degree/Certificate of Achievement in another major within that discipline, provided there are 12 different units completed in that additional degree. When there are fewer than 12 different units, students should:
  - a. Consult with the discipline department chair or coordinator for acceptable units to fulfill this degree requirement, and
  - b. Submit a petition to the Office of Enrollment Services for the additional units needed to fulfill this requirement.
- Students who have been awarded a degree and/or Certificate of Achievement in a major and want to be awarded the AA-T/AS-T degree in that same discipline must complete all requirements for that major to be awarded the degree.
- A student who receives a Certificate of Achievement may subsequently complete requirements and earn a degree in the same major, since the degree represents a higher level of accomplishment. A Certificate of Achievement in the same major will not be granted after receipt of a degree in that major. A student, who at the time of applying is eligible for a degree, will not be issued a certificate in the same major.

### Outstanding Debt

A Diploma, Certificate of Achievement and official transcripts may not be released until the student has paid all outstanding debts to the college.

### General Education

A minimum of 20 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.

## 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.

## COLLEGE OF MARIN GENERAL EDUCATION OUTCOMES

### A. NATURAL SCIENCES

These courses examine the physical universe, its life forms and natural phenomena and enable students to develop a greater appreciation of the world around them. Through exposure to the broad range of sciences—physical science, biological science, and earth science—students learn how to acquire scientific information to develop their understanding of the nature of science and the relationship between humans and the natural world.

In the courses listed for this area, students learn to:

- Apply the scientific method to explore physical and biological phenomena, including observation, hypothesis development, measurement, data collection, experimentation and analysis.
- Articulate core concepts in a biological or physical science discipline.

### B. SOCIAL AND BEHAVIORAL SCIENCE

These courses examine people as members of society by exploring the diversity in peoples, cultures, politics, histories, and the complex forces that influence individuals and groups as well as shape and change human societies. These courses teach students how to evaluate these concepts through scientific and social inquiry.

In the courses listed for this area, students learn to:

- Apply the approaches social and behavioral scientists use to explore social phenomena and human behavior, including observation, hypothesis development, measurement, data collection, experimentation, evaluation of evidence, and analysis.
- Analyze and articulate core concepts in a specific social or behavioral science discipline.

### C. ARTS AND HUMANITIES

The arts and humanities study human culture, creativity, and thought in all its forms, including significant works of art, literature, performance, language, and philosophy from around the world. An arts and humanities education may also include creating aesthetic works to develop a broader contextual understanding of the arts.

In the courses listed for this area, students learn to:



- Recognize, analyze, and reflect on significant cultural works.
- Foster a greater understanding of aesthetic, intellectual, linguistic, political, and religious dimensions of various cultures.

#### D. WRITTEN COMPOSITION

The study of written composition helps students build the skills and strategies necessary to read and write at the college level and in everyday life.

In the courses listed for this area, students learn to:

- Communicate complex ideas to a variety of audiences through clear and effective writing.
- Support one's ideas with compelling, logical, and credible evidence and analysis from readings and research.
- Develop a successful writing process adaptable to diverse writing situations.
- Document sources appropriately to build credibility as a scholar.

#### E. COMMUNICATION AND ANALYTICAL THINKING

These courses promote advanced level communication and analytical thinking through writing, speech, logic, and/or quantitative problem solving. These critical thinking skills are applicable throughout one's academic, professional, and personal experiences.

In the courses listed for this area, students learn to:

- Evaluate information critically and express concepts and reasoning clearly.
- Build clear and logical arguments to support or refute hypotheses.
- Develop and apply analytical and reasoning skills to define, plan and solve complex problems.

#### F. AMERICAN INSTITUTIONS

These courses build a foundation necessary for being an engaged citizen. Assignments ask students to think critically, ethically, independently, and creatively about American society.

In the courses listed for this area, students learn to:

- Explore the history and evolution of the core concepts in American social, political and economic institutions.

- Articulate how individuals connect to and affect their community, state, nation and the world.

#### G. CROSS-CULTURAL STUDIES

These courses develop a political and historical understanding of the experiences of ethnic and racial groups in the United States. Students interpret historical events from the perspectives of these groups. Students may also use interdisciplinary concepts to explore the diversity of visual and performing arts, the literary creative process, and literary tools and techniques among ethnic groups with shared cultural histories, languages, and traditions.

In the courses listed for this area, students learn to:

- Analyze and evaluate the organizations, movements, and roles of a broad range of ethnic and racial groups in the United States.
- Evaluate misconceptions and stereotypes about cultural groups in the United States and recognize the influence of their own cultural group.

#### H. PHYSICAL HEALTH

Students taking these Dance, Kinesiology, or Health Education courses gain fitness and wellness benefits from cardiorespiratory strength, muscular strength, and endurance training.

In the courses listed for this area, students learn one or more of the following:

- Implement a cardiorespiratory, muscular strength and endurance plan compatible with their goals and lifestyle.
- Identify how much and the types of physical activity one should do for optimal health and wellness.
- Identify basic principles of health and wellness to develop an informed, personal approach to mental and physical health.

### GENERAL EDUCATION COURSES

One course from each category required for graduation (20 units minimum).

#### A. NATURAL SCIENCES

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

ANTH 101 - Intro to Physical/Biological Anthropology  
 ANTH 101L - Physical/Biological Anthropology Lab  
 ASTR 101 - Intro to Astronomy  
 ASTR 117L - Intro to Astronomy Lab  
 BIOL 100 - Nutrition  
 BIOL 101 - Field Biology  
 BIOL 107/KIN 107 - Human Biology\*  
 BIOL 108A - Human Sexuality  
 BIOL 109 - Heredity and Evolution  
 BIOL 110 - Intro to Biology  
 BIOL 110L - Intro to Biology Lab  
 BIOL 112A - Majors' Biology I: Animals  
 BIOL 112B - Majors' Biology II: Plants  
 BIOL 112C - Majors' Biology III: Molecules  
 BIOL 113 - Intro to Biotechnology  
 BIOL 120 - Human Anatomy  
 BIOL/ENVS138 - Intro to Environmental Sciences\*  
 BIOL/ENVS/GEOG 141 - Global Climate Change\*  
 BIOL 159 - Introduction to Aquatic Biology  
 BIOL/ELND 160 - Soil: Ecology and Management\*  
 BIOL 162 - General Ecology  
 BIOL 169A - Intro to Ornithology A  
 BIOL 169B - Intro to Ornithology B  
 BIOL 224 - Human Physiology  
 BIOL 235 - General Marine Biology  
 BIOL 240 - Microbiology  
 CHEM 105 - Chemistry in the Human Environment  
 CHEM 105L - Chemistry in the Human Environment Lab  
 CHEM 110 - Chemistry for Allied Health Sciences  
 CHEM 114 - Intro to Chemistry  
 CHEM 115 - Survey of Organic/Biochemistry  
 CHEM 131 - General Chemistry I  
 CHEM 132 - General Chemistry II  
 CHEM 132E - General Chemistry II, Lecture Only  
 CHEM 231 - Organic Chemistry I  
 CHEM 232 - Organic Chemistry II  
 CHEM 232E - Organic Chemistry II, Lecture Only  
 ELND/BIOL 160 - Soil: Ecology and Management\*  
 ENVS/BIOL 138 - Intro to Environmental Sciences\*  
 ENVS/BIOL/GEOG 141 - Global Climate Change\*  
 GEOG 101 - The Physical Environment  
 GEOG 101L - Physical Environment Lab  
 GEOG 109 - Geography of California  
 GEOG 112 - Meteorology and Climatology  
 GEOG/BIOL/ENVS 141 - Global Climate Change\*  
 GEOL 103 - Environmental Geology  
 GEOL 109 - General Oceanography  
 GEOL 110 - Earth Science



GEOL 114 - Geology of California  
 GEOL 120 - Physical Geology  
 GEOL 120L - Physical Geology Lab  
 GEOL 121 - Historical Geology  
 GEOL 201 - Elementary Mineralogy  
 KIN 107/BIOL 107 - Human Biology\*  
 PHYS 108A - General Physics I  
 PHYS 108AC - General Physics I, Calculus Supplement  
 PHYS 108B - General Physics II  
 PHYS 108BC - General Physics II, Calculus Supplement  
 PHYS 110 - Introductory Physics  
 PHYS 110L - Conceptual Physics Lab  
 PHYS 207A - Mechanics and Properties of Matter  
 PHYS 207B - Electricity and Magnetism

## B. SOCIAL AND BEHAVIORAL SCIENCE

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

AJ 204 - Crime and Delinquency  
 ANTH 102 - Intro to Cultural Anthropology  
 ANTH 103 - Globalization/Peoples/Cultures of the World  
 ANTH 104 - Intro to Linguistic Anthropology  
 ANTH 110 - Intro to Archeology and Prehistory  
 ANTH 204 - Native American Cultures  
 ANTH/BEHS/PSY/SOC 205 - Intro to Research Methods\*  
 ANTH 208 - Magic, Folklore, and Healing  
 ANTH 215 - Native Americans of California  
 ASL 110 - History/Culture of Deaf People in America  
 BEHS 103 - Human Sexuality  
 BEHS 114 - Chemical Dependency  
 BEHS/SOC 130 - Race and Ethnicity\*  
 BEHS/ANTH/PSY/SOC 205 - Intro to Research Methods\*  
 BEHS 223 - Gender and Society  
 BIOL 251/PSY 251 - Biological Psychology\*  
 BUS 101 - Intro to Business  
 COMM 110 - Intro to Mass Communication  
 COMM 160 - Race, Gender and Class in the Media  
 ECE 110 - Child Development  
 ECE 112 - Child, Family and Community  
 ECON 101 - Macroeconomics  
 ECON 102 - Microeconomics  
 ECON 120 - Intro to Environmental Economics  
 ETST 110 - Intro to Ethnic Studies  
 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 102 - The Human Environment  
 GEOG 109 - Geography of California  
 HIST 100 - Major Trends/American History  
 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 117 - History of the US I  
 HIST 118 - History of the US II  
 HIST 206 - History of Russia  
 HIST/POLS 211 - Women/American History/Politics\*  
 HIST/POLS 212 - History/Politics of Modern Asia\*  
 HIST 214 - History of Latin America  
 HIST 216 - History of Mexico  
 HIST 238 - History of Africa  
 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  
 POLS 201 - Understanding Globalization  
 POLS 203 - Understanding Terrorism  
 POLS 210 - War, Peace and the United Nations  
 POLS/HIST 211 - Women/American History/Politics\*  
 POLS/HIST 212 - History/Politics of Modern Asia\*  
 POLS 219 - Politics of the US Presidency  
 POLS 220 - American Foreign Policy  
 PSY 110 - Intro to Psychology  
 PSY 111 - Personality Dynamics and Effective Behavior  
 PSY 112 - Child and Adolescent Psychology  
 PSY 114 - Psychology of Human Development/Lifespan  
 PSY 116 - Theories of Personality  
 PSY/SOC 140 - Family and Intimate Relationships\*  
 PSY 145 - Psychology in Modern Life  
 PSY 204 - Abnormal Psychology  
 PSY/ANTH/BEHS/SOC 205 - Intro to Research Methods\*  
 PSY/SOC 230 - Social Psychology\*  
 PSY/BIOL 251 - Biological Psychology\*  
 SOC 110 - Intro to Sociology  
 SOC 112 - Modern Social Problems  
 SOC 114 - Global Social Issues  
 SOC/BEHS 130 - Race and Ethnicity\*  
 SOC/PSY 140 - Family and Intimate Relationships\*  
 SOC/ANTH/BEHS/PSY 205 - Intro to Research Methods\*  
 SOC 223 - Gender and Society  
 SOC/PSY 230 - Social Psychology\*  
 SPCH 128 - Intercultural Communication

## C. HUMANITIES

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

ARCH 100 - History of Architecture I  
 ARCH 101 - History of Architecture II  
 ARCH 102 - History of Architecture III  
 ART 101 - History of Ancient Art  
 ART 102 - History of European Art  
 ART 103 - History of Modern Art  
 ART 104 - History of Asian Art  
 ART 105 - History of Contemporary Art  
 ART 106 - History of Women Artists  
 ART 107 - History of American Art  
 ART/ETST/HUM 108 - Arts of the Americas\*  
 ART 110 - History of Islamic Art  
 ART 111 - History of Art: A Global Perspective  
 ART 112 - 2-D Art Fundamentals  
 ART 113 - 3-D Art Fundamentals  
 ART 114 - Interior Design I  
 ART 116 - Jewelry Design I  
 ART 118 - Gallery Design/Management I  
 ART 130 - Drawing & Composition I  
 ART 134 - Life Drawing I  
 ART 140 - Painting I  
 ART 144 - Watercolor I  
 ART 146 - Life Painting I  
 ART 148 - Color Theory  
 ART 152 - Printmaking I  
 ART 165 - Fiber Sculpture I  
 ART 170 - Ceramics I  
 ART 180 - Sculpture I  
 ART 185 - Life Sculpture I  
 ART 190 - Black & White Photography I  
 ASL 101 - Elementary Sign Language I  
 ASL 102 - Elementary Sign Language II  
 ASL 110 - History /Culture of Deaf People in America  
 ASL 203 - Intermediate Sign Language III  
 ASL 204 - Intermediate Sign Language IV  
 BIOL/GEOL 145 - Ethics in Science\*  
 CHIN 101 - Elementary Chinese Mandarin I  
 CHIN 102 - Elementary Chinese Mandarin II  
 DANC 101 - African American Dance History  
 DANC 108 - Dance History  
 DRAM 110 - Intro to the Theatre  
 DRAM 116 - Survey Dramatic Lit: Ancient Greek/Present  
 DRAM 117 - Survey Dramatic Lit: Shakespeare  
 DRAM 150 - Intro to Stagecraft  
 ENGL 151 - Reading and Composition IB  
 ENGL 202 - Creative Writing I  
 ENGL 203 - Creative Writing II  
 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 - Literature of American Cultures  
 ENGL 240 - Classic Children's Literature  
 ENGL/HUM 242 - Global Writings\*  
 ETST/ART/HUM 108 - Arts of the Americas  
 ETST 154 - Native American Literature  
 ETST 156 - Native American Philosophy/Ceremony  
 FILM/HUM 109A - History of Film: Beginning to 1950\*  
 FILM/HUM 109B - Analysis/History/Contemp. Media\*  
 FREN 101 - Elementary French I  
 FREN 102 - Elementary French II  
 FREN 108A/B - French Culture/Lit/Cinema  
 FREN 203 - Intermediate French III  
 FREN 204 - Intermediate French IV  
 FREN 225 - Advanced French I  
 FREN 226 - Advanced French II  
 GEOL/BIOL 145 - Ethics in Science\*  
 HIST 110 - Western Civilization I  
 HIST 111 - Western Civilization II  
 HIST 112 - Western Civilization III  
 HIST/POLS 212 - History/Politics of Modern Asia\*  
 HUM 100A - Intro Humanities: Ancient Greece/Medieval  
 HUM 100B - Intro Humanities: Renaissance/Modern  
 HUM 101 - The Human Condition  
 HUM/ART/ETST 108 - History of Arts of the Americas\*  
 HUM/FILM 109A - History of Film: Beginning to 1950\*  
 HUM/FILM109B - Analysis/History/Contemp. Media\*  
 HUM 118 - Intro to World Religions  
 HUM 125 - Myth, Symbol and the Arts  
 HUM/ENGL 242 - Global Writings\*  
 ITAL 101 - Elementary Italian I  
 ITAL 102 - Elementary Italian II  
 ITAL 108B - Italian Conv./Cult./Film/New Millennium  
 ITAL 203 - Intermediate Italian III  
 ITAL 204 - Intermediate Italian IV  
 ITAL 225 - Advanced Italian I  
 ITAL 226 - Advanced Italian II  
 ITAL 228 - Italian Conversation/Culture Through Film  
 JPNS 101 - Elementary Japanese I  
 JPNS 102 - Elementary Japanese II  
 JPNS 108 - Japanese Conversation through the Movies  
 JPNS 203 - Intermediate Japanese III  
 JPNS 204 - Intermediate Japanese IV  
 JPNS 225 - Advanced Japanese I  
 JPNS 226 - Advanced Japanese II  
 MUS 101 - Intro to Classical Music  
 MUS 102 - Music Masterworks

MUS 105 - Rock, Pop and Jazz  
 MUS 106 - Music Fundamentals  
 MUS 108 - Intro to World Music  
 MUS 109 - Music in Society  
 PHIL 110 - Intro to Philosophy  
 PHIL 111 - Intro to Ethics  
 PHIL 112 - Intro to Logic  
 PHIL 115 - Hist./Philosophy: Ancient  
 PHIL 116 - Hist./Philosophy: Medieval  
 PHIL 117 - Hist./Philosophy: Late Modern/Contemporary  
 PHIL 118 - Aesthetics  
 POLS/HIST 212 - History/Politics of Modern Asia\*  
 SPAN 101 - Elementary Spanish I  
 SPAN 102 - Elementary Spanish II  
 SPAN 108A - Latin American/Hispanic Culture/Film  
 SPAN 128A - Spanish Conv./Culture/Film  
 SPAN 203 - Intermediate Spanish III  
 SPAN 203HB - Interm. Spanish III/Heritage/Bilingual  
 SPAN 204 - Intermediate Spanish IV  
 SPAN 225 - Advanced Spanish I  
 SPAN 226 - Advanced Spanish II  
 SPAN 228C - Adv. Spanish Conv./Culture/Film  
 SPAN 230A - Culture/Civilization/Spain/South America  
 SPAN 230B - Culture/Civilization/Mexico/Central America  
 SPAN 230C - Culture/Civilization of Spain  
 SPCH 140 - Oral Interpretation of Literature I

#### D. COMPOSITION, WRITTEN

(Four units minimum)

ENGL 150 - Reading and Composition IA

#### E. COMMUNICATION AND ANALYTICAL THINKING

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

ANTH/BEHS/PSY/SOC 205 - Intro to Research Methods  
 COMM 100 - Intro to Communication  
 COMM 101 - Interpersonal Communication  
 COMM 102 - Intercultural Communication  
 COMM 103 - Public Speaking  
 COMM 104 - Argumentation and Persuasion  
 COMM 105 - Small Group Communication  
 COMP/MATH 117 - Discrete Mathematics\*  
 COMP 130 - Intro to Computer Programming Using C++  
 COMP 135 - Intro to Programming in JAVA  
 COMP 160 - Computer Organization/Assembly Language  
 COMP 220 - Data Structures and Algorithms  
 COMP 232 - Advanced Programming in JAVA  
 COMP 235 - Advanced Programming in C++  
 CIS 215 - Visual BASIC Programming  
 ENGL 151 - Reading and Composition IB  
 ENGL 155 - Critical Thinking and Composition  
 MATH 103 - Intermediate Algebra  
 MATH 103A + 103B - Intermediate Algebra  
 MATH 103X + 103Y - Intermediate Algebra  
 MATH 104 - Plane Trigonometry  
 MATH 105 - College Algebra

MATH 109 - Pre-Calculus College Algebra/Trig.  
 MATH 115 - Probability and Statistics  
 MATH 116 - Linear Algebra  
 MATH/COMP 117 - Discrete Mathematics\*  
 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  
 SPCH 110 - Intro to Speech Communication  
 SPCH 120 - Interpersonal Communication  
 SPCH 122 - Public Speaking  
 SPCH 130 - Small Group Communication  
 SPCH 132 - Argumentation and Persuasion  
 STAT 106 - Statway II  
 STAT 115 - Intro to Statistics

#### F. AMERICAN INSTITUTIONS

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

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/American History  
 HIST 117 - History of the US I  
 HIST 118 - History of the US II  
 HIST/POLS 211 - Women/American History/Politics\*  
 POLS 100 - American Political Institutions  
 POLS 101 - Intro to the Government of the US  
 POLS/HIST 211 - Women/American History/Politics\*

#### G. CROSS-CULTURAL STUDIES

Cross-cultural studies courses, which are listed in other general education categories, will satisfy both the Cross-Cultural Studies requirement and the requirement of one other category such as B, C, or F.

ANTH 204 - Native American Cultures  
 ANTH 215 - Native Americans of California  
 ART 107 - Art of the United States: A Diverse History  
 ART/ETST/HUM 108 - Arts of the Americas\*  
 ASL 110 - History/Culture/Deaf People in America  
 COMM 160 - Race/Gender/Class in the Media  
 ENGL 235 - Women in Literature  
 ENGL 237 - Literature of American Cultures  
 ETST/ART/HUM 108 - Arts of the Americas\*  
 ETST 110 - Intro to Ethnic Studies  
 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  
 ETST 156 - Native American Philosophy/Ceremony  
 HIST 109 - History of California  
 HIST/POLS 211 - Women/American History/Politics\*  
 HUM/ART/ETST 108 - Arts of the Americas\*  
 MUS 105 - Rock, Pop and Jazz

POLS/HIST 211 - Women/American History/Politics\*  
 SPCH 128 - Intercultural Communication

## H. PHYSICAL HEALTH

*One unit minimum; select one course.*

This requirement may be satisfied by any degree-applicable activity course in Kinesiology or Dance, or one course from the following:

HED 130 - Contemporary Health Issues

HED 140 - Stress Management and Health

*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 COMP 117 or MATH 117, 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 AA or AS 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 (BA, BS). 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 (AA) degree is granted.

## 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 one of three "Areas 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 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 20 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 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 Communication, 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  
 Communication 110, 160  
 Computer Information Systems 110  
 English 202, 203  
 Film 109A\*, 109B\*,  
 French 101, 102, 108A, 108B, 203, 204, 225, 226  
 Humanities 109A\*, 109B\*  
 Italian 101, 102, 108A, 203, 204, 225, 226  
 Japanese 101, 102, 203, 204  
 Spanish 101, 102, 203, 203HB, 204, 225, 226, 230A, 230B, 230C  
 Speech 110, 120, 122, 128, 130, 132, 140

**Note:**

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

*Film 109A or Humanities 109A*

*Film 109B or Humanities 109B*

**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, 117L  
 Biology 100, 107\*, 109, 110, 110L, 120, 138\*, 142, 145, 147, 160, 162, 171, 224, 235, 240, 250  
 Chemistry 105, 110, 114, 115, 131, 132, 231, 232  
 Environmental Science 138\*  
 Geography 101, 101L, 112, 125  
 Geology 103, 109, 114, 115, 116, 120, 120L, 121, 125, 126, 142, 145, 201, 250  
 Kinesiology 107\*  
 Math 105, 109, 115\*, 121, 122, 123, 124, 223, 224  
 Physics 108A, 108B, 110, 207A, 207B, 207C  
 Statistics 115\*

**Note:**

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

*Biology 107 or Kinesiology 107*

*Biology 138 or Environmental Science 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  
 Behavioral Science 103\*, 105  
 Biology 108A\*, 251\*  
 Business 101  
 Communication 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, 216, 238  
 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, 205\*, 230

Speech 128  
Statistics 115\*

#### Note:

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

*Behavioral Science 103 or Biology 108A*

*Math 115 or Statistics 115*

*Psychology 205 or Sociology 205*

*Psychology 251 or Biology 251*

## 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 ASSIST.org.

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

- One of the following General Education patterns:
  - College of Marin GE (minimum 20 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 (four 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
- 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 or 110AB, 125, 150\*, 220, 235, 245

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

Physics 108A, 108AC, 108B, 108BC, 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.)

## ASSOCIATE DEGREES FOR TRANSFER OFFERED IN 2018-2019

College of Marin offers associate degrees specifically designed for transfer to the California State University. California 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.

The following ADTs are offered at College of Marin:

- AS-T in Administration of Justice
- AA-T in Anthropology
- AA-T in Art History
- AS-T in Business Administration
- AA-T in Communication Studies
- AS-T in Early Childhood Education
- AA-T in English
- AA-T in Economics
- AS-T in Film/Television/Electronic Media
- AA-T in Geography
- AS-T in Geology
- AA-T in History
- AS-T in Hospitality Management
- AA-T in Kinesiology
- AS-T in Math
- AA-T in Philosophy
- AS-T in Physics
- AA-T in Political Science
- AA-T in Psychology
- AA-T in Sociology
- AA-T in Spanish
- AA-T in Theatre Arts

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 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	A.S.-T Degree	A.A.-T Degree	Transfer	Certificates of Achievement	Skills Certificates
Administration of Justice	X		X		X	X	
American Sign Language					X		
Anthropology				X	X		
Architecture	X				X		
Art	X	X		X	X		
Astronomy					X		
Automotive Collision Repair Technology	X				X	X	
Automotive Technology	X				X	X	
Behavioral Science					X		
Biology	X				X	X	X
Business	X		X		X	X	X
Business Administration			X		X		
Business, Applied Accounting						X	
Business Office Systems	X					X	X
Chemistry					X		
Chinese					X		
Communication		X			X		
Communication Studies				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 / Theatre Arts		X		X	X		
Early Childhood Education	X		X		X	X	X
Economics				X	X		
Education					X		X
Electronics Technology					X		
Engineering					X		
English				X	X		
Environmental Landscaping	X				X	X	
Environmental Science					X		X
Ethnic Studies					X		

PROGRAM/DISCIPLINE	A.S. Degree	A.A. Degree	A.S.-T Degree	A.A.-T Degree	Transfer	Certificates of Achievement	Skills Certificates
Film / Video		X	X		X		
Fire Technology; Emergency Medical Technician							X
French		X			X		X
Geography				X	X		
Geology	X		X		X		
Health Education					X		X
History				X	X		
Humanities		X			X		
Hospitality Management			X				
Italian		X			X		X
Japanese					X		
Journalism					X		
Kinesiology		X		X	X		X
Liberal Arts: Communication Studies					X		
Liberal Arts: Natural Science		X			X		
Liberal Arts: Social and Behavioral Sciences		X			X		
Library					X		
Machine and Metals Technology	X					X	
Mathematics			X		X		
Medical Assisting	X					X	X
Multimedia Studies	X				X	X	
Music		X			X		
Nursing, Registered	X				X		
Philosophy				X	X		
Physical Science	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	X		X
Speech					X		
Statistics					X		
Work Experience					X		





# Transfer Information

# 5

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

## CALIFORNIA STATE UNIVERSITY TRANSFER INFORMATION

General Admission Information to the California State University Campuses: Bakersfield, Channel Islands, Chico, Dominguez Hills, East Bay, Fresno, Fullerton, Humboldt, Long Beach, Los Angeles, Vallejo (California Maritime Academy), Monterey Bay, Northridge, Pomona (California State Polytechnic), Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo (California Polytechnic), San Marcos, Sonoma, and Stanislaus.

### Associate Degrees for Transfer (ADTs) Offered in 2018-2019

College of Marin offers associate degrees specifically designed for transfer to the California State University. California 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.

The following ADTs are offered at College of Marin:

- AS-T in Administration of Justice
- AA-T in Anthropology
- AA-T in Art History
- AS-T in Business Administration
- AA-T in Communication Studies
- AS-T in Early Childhood Education
- AA-T in English
- AA-T in Economics
- AS-T in Film/Television/Electronic Media
- AA-T in Geography
- AS-T in Geology
- AA-T in History
- AS-T in Hospitality Management
- AA-T in Kinesiology
- AS-T in Math
- AA-T in Philosophy

- AS-T in Physics
- AA-T in Political Science
- AA-T in Psychology
- AA-T in Sociology
- AA-T in Spanish
- AA-T in Theatre Arts

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 40 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 (AA) or Associate in Science (AS) 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

## 2018-2019 CSU GENERAL EDUCATION PROGRAM

### AREA A - ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING

Minimum of nine units. Select one course each from A-1, A-2, and A-3

#### A-1 ORAL COMMUNICATION

Communication 100, 101, 103, 104, 105  
Speech 110, 120, 122, 130, 132

#### A-2 WRITTEN COMMUNICATION

English 150

#### A-3 CRITICAL THINKING

English 130, 151, 155  
Philosophy 112  
Speech 132

#### Area Notes

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

### AREA B - SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING

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

**B-1 PHYSICAL SCIENCES**

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

**B-2 LIFE SCIENCE (BIOLOGICAL)**

Anthropology 101  
 Biology 107, 109, 110, 112ABC\*, 120\*, 138\*, 141, 162\*, 224\*, 235\*, 240\*  
 Environmental Science 138\*, 141  
 Geography 141  
 Kinesiology 107

**B-3 LABORATORY ACTIVITY**

Anthropology 101L  
 Astronomy 117L  
 Biology 110L, 112ABC, 113, 120, 138, 162, 224, 235, 240  
 Chemistry 105L, 110, 114, 115, 131, 132, 231, 232  
 Environmental Science 138\*  
 Geography 101L  
 Geology 120L, 121  
 Physics 108AB, 110L, 207ABC

**B-4 MATHEMATICS/QUANTITATIVE REASONING**

Computer Science 117  
 Math 104, 105, 109, 115, 116, 117, 121, 122, 123, 124, 223, 224  
 Statistics 106, 115

**Area Notes**

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

*Biology 107 or Kinesiology 107*  
*Biology 138 or Environmental Science 138*

*Biology 141, Environmental Science 141, or Geography 141*

*Biology 160 or Environmental Landscaping 160*

*Computer Science 117 or Math 117*

(c) *Biology 138 or Environmental Science 138 may be used for B-1 or B-2, but not both.*

**AREA C – ARTS AND HUMANITIES**

Minimum of nine units. Select at least one course each in Arts (C-1) and Humanities (C-2).

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

Architecture 100, 101, 102  
 Art 101, 102, 103, 104, 105, 106, 107, 108, 110, 111, 112, 113, 114, 116, 118, 130, 134, 140, 144, 146, 148, 152, 165, 170, 180, 185, 190  
 Dance 101, 103, 108  
 Drama 103, 110, 150, 260  
 Ethnic Studies 108  
 Film 109AB  
 Humanities 108, 109AB  
 Music 101, 102, 103, 105, 106, 108, 109

**C-2 HUMANITIES (LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGE)**

American Sign Language 101, 102, 110, 203  
 Chinese 101, 102  
 Drama 116, 117  
 English 202, 203, 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  
 History 110, 111, 112  
 Humanities 100AB, 101, 118, 125, 242  
 Italian 101, 102, 108A, 108B, 203, 204, 225, 226  
 Japanese 101, 102, 203, 204, 225, 226  
 Philosophy 110, 111, 115, 116, 117, 118  
 Spanish 101, 102, 128A, 150AB, 203, 203HB, 204, 225, 226, 228C, 230ABC  
 Speech 140

**Area Notes**

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

*Art 108 or Ethnic Studies or Humanities 108*

*Film 109A or Humanities 109A*

*Film 109B or Humanities 109B*

*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 disciplines.

Administration of Justice 204  
 American Sign Language 110  
 Anthropology 102, 103, 104, 110, 204, 205, 208, 215  
 Behavioral Science 103, 114, 130, 205, 223  
 Biology 108A, 251  
 Business 101  
 Communication 102, 110, 160  
 Early Childhood Education 110, 112  
 Economics 101, 102, 120  
 Ethnic Studies 110, 111, 112, 121, 151  
 Geography 102, 109  
 History 100, 101, 102, 103, 109, 110, 111, 112, 117, 118, 206, 211, 212, 214, 216, 238  
 Political Science 100, 101, 102, 103, 104, 117, 201, 210, 211, 212, 219, 220  
 Psychology 110, 111, 112, 114, 116, 140, 145, 204, 205, 230, 251  
 Sociology 110, 112, 114, 130, 140, 205, 223, 230, 250  
 Speech 128

**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*

*Biology 251 or Psychology 251*

*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*

*Communication 160: D-3 or D-4*

*Ethnic Studies 111, 112, 121, 151: D-3 or D-6*

*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 109AB, 111ABCD, 119, 121, 122AB, 123AB, 126ABCD, 128AB, 130ABCD, 132, 133AB, 135, 142A, 160A, 227AB, 233AB

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:

Automotive Technology 250ABC

English 120AC

Mathematics 101, 101AB, 101XY, 103, 103AB, 103XY.

# 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 (four 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 six University of California campuses (Please note: UC Berkeley, UC San Diego, 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.

**2018-2019 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)**

Communication 100, 101, 103, 104, 105

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, 115+, 116, 117, 121+, 122+, 123+, 124+, 223, 224

Statistics 106, 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, 111

Dance 101, 103, 108

Drama 103, 110

Ethnic Studies 108

Film 109A, 109B

Humanities 108, 109A, 109B

Music 101, 102, 103, 105, 108, 109

**GROUP B - HUMANITIES**

American Sign Language 102\*, 203\*

Chinese 102\*

Drama 116, 117

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

Ethnic Studies 154, 156

French 102\*, 108A, 108B, 203\*, 204\*, 225\*, 226\*

History 110\*, 111\*, 112\*

Humanities 100A, 100B, 101, 118, 125, 242

Italian 102\*, 108A, 108B, 203\*, 204\*, 225\*, 226\*

Japanese 102\*, 203\*, 204\*, 225\*, 226\*

Philosophy 110, 111, 115, 116, 117, 118

Spanish 102\*, 108A, 128A\*, 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 Ethnic Studies 108 or Humanities 108

English 242 or Humanities 242

Film 109A or Humanities 109A

Film 109B or Humanities 109B



## AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES

Select three courses, nine semester units.

Courses must be selected from at least two disciplines.

Anthropology 102+, 103+, 104, 110, 204, 205, 208, 215+

Behavioral Science 103, 130, 205, 223

Biology 108A+, 251

Communication 102, 110, 160

Early Childhood Education 110

Economics 101, 102, 120

Ethnic Studies 110, 111, 112, 121, 151

Geography 102, 109

History 100+, 101, 102, 103, 109, 110\*, 111\*, 112\*, 117+, 118+, 206, 211, 212, 214, 216, 238

Political Science 100+, 101+, 102, 103, 104, 201, 210, 211, 212, 219, 220

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

Sociology 110, 112, 114, 130, 140, 205, 223, 230

Speech 128

### Area Notes

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

*Behavioral Science 103 or Biology 108A*

*Biology 251 or Psychology 251*

*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. Note: students must take both courses in a lecture-lab pairing to satisfy the lab requirement; for example, Biology 110 + Biology 110L meet the requirement, but Biology 110 + Astronomy 117L do not. Courses that are labs or have a lab component are underlined.

### GROUP A - PHYSICAL SCIENCE

Astronomy 101

Biology 138, 160

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

Environmental Landscaping 160

Environmental Science 138,

Geography 101, 112

Geology 103, 109, 110+, 114, 120+, 121

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

### GROUP B - BIOLOGICAL SCIENCE

Anthropology 101

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

Environmental Science 138

Kinesiology 107

### GROUP C - SCIENCE LABORATORY

Anthropology 101L

Astronomy 117L

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

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

Environmental Science 138

Geography 101L

Geology 120L, 121

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

### Area Notes

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

*Biology 107 or Kinesiology 107*

*Biology 138 or Environmental Science 138*

*Biology 160 or Environmental Landscaping 160*

*(b) Biology 138, Environmental Science 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\*, 128A\*, 203\*, 203HB\*, 204\*, 225\*, 226\*, 228C, 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.

### ADMINISTRATION OF JUSTICE

110, 111, 118, 204

### AMERICAN SIGN LANGUAGE

101\*, 102, 203, 204

\*Corresponds to two years of high school study.

### ANTHROPOLOGY

101, 101L, 102\*, 103\*, 104, 110, 204, 205, 208, 215

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

### ARCHITECTURE

100\*, 101\*, 102\*, 110\*\*, 111, 120, 121, 130\*\*, 140, 141

\*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, ETST 108), 110, 111, 112, 112AB, 113, 129, 130, 131, 134, 135, 140, 141, 144, 145, 146, 147, 148, 152, 153, 170, 171, 175ABCD, 176AB, 177, 180, 181, 185, 186, 190\*, 191\*, 192\*, 193, 194, 234, 235, 240, 241, 244, 245, 246, 247, 275, 276, 285, 286, 290\*

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

### ASTRONOMY

101, 117L

### BEHAVIORAL SCIENCE

103 (same as BIOL 108A), 105, 118, 130, 205, 223

### BIOLOGY

100, 107 (same as KIN 107), 108A (same as BEHS 103), 109, 110o, 110Lo, 112ABC, 113, 120, 138 (same as ENVS 138), 141, 142 (same as GEOL 142), 145 (same as GEOL 145), 147, 160 (same as ELND 160), 162, 169A, 171, 224, 235, 240, 250 (same as GEOL 250), 251 (same as PSY 251)  
o No credit for 110 or 110L if taken after 112ABC.

### BUSINESS

101, 107, 112, 113

### CHEMISTRY

105, 105L, 114\*, 115+, 131, 132oo, 132Eoo, 231, 232oo, 232Eoo

\*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

100, 101, 102, 103, 104, 105, 106, 110, 160

### COMPUTER INFORMATION SYSTEMS

110, 215

### COMPUTER SCIENCE

117 (same as MATH 117), 130, 135, 150 (same as ENGG 150), 160, 220, 232, 235

### COUNSELING

110, 114, 116, 129, 130, 179

### DANCE

101, 103, 108, 109AB, 111, 111ABCD, 112, 117o, 119, 119AB, 121, 121AB, 122AB, 123AB, 126ABCD, 128AB, 130ABCD, 132, 133AB, 135, 142A, 160A, 161, 161AB, 170, 171, 172, 173, 175, 227AB, 233AB, 241ABCD, 260

\*Any or all Dance activity courses combined: maximum credit, 4 units.

o 117 and activity courses combined: maximum credit, 4 units.

### DRAMA

103, 110, 116, 117, 125, 126, 127, 128, 130, 131, 134, 144, 150, 151, 152, 153, 160, 161, 162, 163, 164, 166, 217, 230, 240, 245, 246, 247, 260

### EARLY CHILDHOOD EDUCATION

110

### ECONOMICS

101, 102, 120, 125 (same as ETST 125, HIST 125, POLS 125, SSC 125)

### EDUCATION

110, 111

### ENGINEERING

110, 110A + 110B, 125, 150 (same as COMP 150), 220, 220L, 230, 235, 245

### ENGLISH

120SL\*, 130, 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)

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

### ENVIRONMENTAL LANDSCAPING

116F, 116S, 160 (same as BIOL 160)

### ENVIRONMENTAL SCIENCE

138 (same as BIOL 138), 141, 147 (same as BIOL 147)

### ETHNIC STUDIES

108 (same as ART 108, HUM 108), 110, 111, 112, 121, 125 (same as ECON 125, HIST 125, POLS 125, SSC 125), 151, 154, 156

### FILM/VIDEO

109A (same as HUM 109A), 109B (same as HUM 109B)

### FIRE TECHNOLOGY

215 (same as KIN 215)

### FRENCH

101\*, 102, 108AB, 203, 204, 225, 226

\*Corresponds to two years of high school study.

### GEOGRAPHY

101, 101L, 102, 109, 112, 125, 141

### GEOLOGY

103, 109, 107+, 110+, 114, 116, 120+, 120L, 121, 125oo, 126oo, 142 (same as BIOL 142), 145 (same as BIOL 145), 201, 250 (same as BIOL 250)

+ 107, 110 and 120 combined: maximum credit, 3 units.

oo 125 and 126 combined: maximum credit, 3 units.

### HEALTH EDUCATION

114 (same as KIN 114), 115, 130, 140, 143 (same as KIN 143)

### HISTORY

100\*, 101, 102, 103, 109, 110, 111, 112, 117\*, 118\*, 125 (same as ECON 125, ETST 125, POLS 125, SSC 125), 206, 211 (same as POLS 211), 212 (same as POLS 212), 214, 216, 238

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

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

### HUMANITIES

100AB, 101, 107, 108 (same as ART 108, ETST 108), 109AB, (same as FILM109AB), 114o (same as HUM 118), 118o (same as HUM 114), 125, 242 (same as ENGL 242)

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

### ITALIAN

101\*, 102, 108AB, 203, 204, 225, 226, 228

\*Corresponds to two years of high school study.

### JAPANESE

101\*, 102, 203, 204, 225, 226

\*Corresponds to two years of high school study.

**KINESIOLOGY**

107 (same as BIOL 107), 110ABCD\*, 111A, 112ABCD\*, 113AB, 114 (same as HED 114), 116, 117ABCD\*, 125ABCDH\*, 126\*, 127, 129A\*, 132\*, 139XYZ\*\* (see Var. Topic), 143 (same as HED 143), 147\*, 153A, 155ABCD\*, 156ABD\*, 160ABCD\*, 164\*, 164AB, 167ABCD\*, 169\*, 173ABCD\*, 175\*, 176\*, 180\*, 181\*, 182, 183\*, 185\*, 190, 191, 192, 193, 194, 196, 198, 215, 216A

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

**LIBRARY**

110

**MATHEMATICS**

105\*, 109\*, 114, 115+, 116, 117 (same as COMP 117), 121o, 122o, 123o, 124o, 223, 224

*\*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, 103, 105, 106, 108, 109, 111, 112, 113, 121, 122, 140, 162, 163, 165, 166, 167, 168, 169, 170, 171, 172, 177, 178, 179, 180, 181, 182, 183, 188, 191, 193, 211, 212, 214, 221, 222, 261, 262, 271, 272, 273, 274, 278, 279, 281, 282, 287, 288

**PHILOSOPHY**

110, 111, 112, 115, 116, 117, 118

**PHYSICAL EDUCATION**

70, 71, 72, 72AB, 74, 74AB, 75, 76, 79\*

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

**PHYSICS**

108A+, 108AC, 108B+, 108BC, 110\*, 110L, 207A+, 207B+, 207C+

*+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), 201, 203, 210, 211 (same as HIST 211), 212 (same as HIST 212), 219, 220

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

**PSYCHOLOGY**

110, 111+, 112, 114, 116+, 140 (same as SOC 140), 204, 205 (same as SOC 205), 230 (same as SOC 230), 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)

**SOCIOLOGY**

110, 112, 114, 130, 140 (same as PSY 140), 205 (same as PSY 205), 223, 230 (same as PSY 230)

**SPANISH**

101\*, 102, 108A, 128A, 150AB, 203, 203HB, 204, 225, 226, 228C, 230A, 230B, 230C

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

**SPEECH**

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

**STATISTICS**

106, 115\* (same as MATH 115)

*\*106, 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.*



# Course Descriptions

# 9

## INFORMATION IN CREDIT COURSE LISTINGS

The first part of each course listing contains the course discipline abbreviation, number, title, and the unit value of the course. Example: ENGL 150: Reading and Composition 1A, 4.0 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 listing, the course description, is a brief explanation of the material covered in the course.

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

For further information in this catalog regarding transfer or degree requirements, please refer to Section 4: Graduation and Degree Requirements, and Section 5: Transfer Information.

## NONCREDIT COURSES

The college offers free noncredit courses in two areas. For English as a Second Language Noncredit (ESLN/ESLV) courses, please see the ESL listings. For Nursing Education Vocational (VOCN) courses, please see Nursing Education (NE) listings. No credit is awarded for noncredit courses. 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, English 92 and English 92L. 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. For example, students enrolled in Biology 110 are advised to also enroll in Biology 110L.

### Other Limitations

Other limitations on enrollment may include:

6. Courses that require public performance or competition.
7. 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 listings. 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. 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. Applicable to the Associate degree.
- 200-299: Courses taken during the second year of academic work or the second 30 units of course work. Applicable to the Associate degree.
- 039/139 - Selected Topics: New "pilot" courses (039: preparatory/remedial courses not applicable to the Associate Degree; 139: 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.

## REPEATABLE COURSES

Under certain circumstances, students may repeat courses in which a grade of "C" or higher or "CR" or "P" was earned. Effective Fall 2013, many courses in Art, Dance, Drama, Music, and Kinesiology are no longer eligible for repeatability. Current courses that are repeatable are identified in the course descriptions. For more information about course repetition, please see Section 2 of this catalog, "Admissions, Registration, and Academic Information."

## 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, Probation Officer, State Correctional Officer

### Faculty

Sandy Boyd

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

### A.S.-T. IN ADMINISTRATION OF JUSTICE

#### Associate in Science in Administration of Justice for Transfer degree (AS-T)

This degree is primarily intended for the student who wants to earn a degree on the way to transferring to a California State University.

#### To complete the Associate in Science in Administration of Justice for Transfer degree, a student must:

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”
3. Obtain of a minimum grade point average of 2.0.

REQUIREMENTS				UNITS
<b>Required Core Courses (6 units):</b>				
AJ	110	Introduction to Administration of Justice		3
AJ	111	Criminal Law		3
<b>List A - select two courses (6 units):</b>				
AJ	113	Criminal Procedures		3
AJ	116	Juvenile Law and Procedure		3
AJ	212	Introduction to Evidence		3
AJ	215	Introduction to Investigation		3
<b>List B - select two courses (6-7 units):</b>				
Any course from List A not already used				3
SOC	110	Introduction to Sociology		3
STAT	115	Introduction to Statistics		4
<b>Or</b>				
MATH	115	Probability and Statistics		4
PSY	110	Introduction to Psychology		3
PHIL	112	Introduction to Logic		3
<b>Total Major Units</b>				<b>18-19</b>

Maximum Units Double-Counted (IGETC/CSU-GE):

0-6 units/0-6 units

Required IGETC/CSU-GE Breadth:

37 units/39 units

Remaining CSU Transferable Electives (IGETC/CSU-GE):

4-11 units/2-9 units

### TOTAL DEGREE UNITS

**60**

Upon successful completion of this degree, students will be able to:

- Define and use criminal justice system key terms, concepts and theories.
- Identify how the U.S. Constitution applies to the actions and conduct of peace officers.
- Demonstrate effective communication orally and in writing, resulting in thorough analysis and understanding of criminal justice topics.
- Develop a plan to enter and succeed in a career within the criminal justice system.
- Recognize elements, classifications and definitions involving crimes against persons and crimes against property.
- Reflect critically on developments in criminal justice policy and implementation and the relationship of these policies to the wider political and social environment.

### 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
AJ	212	Introduction to Evidence		3
AJ	215	Introduction to Investigation		3
AJ	220	Vice, Narcotics, and Organized Crime		3

### TOTAL MAJOR UNITS

**27**

Upon successful completion of this degree or certificate of achievement, students will be able to:

- Define and use criminal justice system key terms, concepts and theories.
- Identify how the U.S. Constitution applies to the actions and conduct of peace officers.
- Demonstrate effective communication orally and in writing, resulting in thorough analysis and understanding of criminal justice topics.
- Develop a plan to enter and succeed in a career within the criminal justice system.
- Recognize elements, classifications and definitions involving crimes against persons and crimes against property.

- Reflect critically on developments in criminal justice policy and implementation and the relationship of these policies to the wider political and social environment.

## 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) C-ID: AJ 110

### 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) C-ID: AJ 120

### 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) C-ID: AJ 122

### 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) C-ID: AJ 220

### AJ 118: Community Oriented Policing and Problem Solving

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

An introduction to the criminal justice agent and the community relationship; causal and symptomatic aspects of community understanding; exploration of cooperation and mistrust; study of behavioral causes; ways to develop and maintain amicable relationships in order to maintain a safe community and the concept of Community Oriented Policing and Problem Solving. (CSU/UC) C-ID: AJ 160

### AJ 204: Crime and Delinquency

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) AA/AS Area B, 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) C-ID: AJ 124

### 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) C-ID: AJ 140

### 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 (ASL) courses are designed to meet the needs of the Deaf community in the United States and Canada. 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 American Sign 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: 415-485-9480

## AMERICAN SIGN LANGUAGE COURSES (ASL)

ASL 101: *Elementary Sign Language I* 4.0 Units. 4 lecture 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**

4.0 Units. 4 lecture 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 presents historical and basic anthropological aspects of American Deaf culture to enhance students' knowledge and understanding of the target language, culture, and community. Relationships between practices and perspectives as well as between products and perspectives of Deaf culture are explored through a variety of media. (CSU) AA/AS Areas B, C and G; CSU Areas C-2 or D-1

**ASL 203: Intermediate Sign Language III**

4.0 Units. 4 lecture 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 conversational and narrative skills. Topics include ASL literature, vocabulary review and definitions, narrative structure, transitions, grammar notes, classifiers, and advanced sentence structure. (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

### A.A.-T. IN ANTHROPOLOGY

**Associate in Arts in Anthropology for Transfer degree (AA-T)**

This degree is primarily intended for the student who wants to earn a degree on the way to transferring to a California State University.

**To complete the Associate in Arts in Anthropology for Transfer degree, a student must:**

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”
3. Obtain a minimum grade point average of 2.0.

REQUIREMENTS				UNITS
<b>Required Core Courses (9 units):</b>				
ANTH	101	Introduction to Physical/Biological Anthropology		3
ANTH	102	Introduction to Cultural Anthropology		3
ANTH	110	Introduction to Archaeology and Prehistory		3
<b>List A - select one course:</b>				
MATH	115	Probability and Statistics		4
<b>Or</b>				
STAT	115	Introduction to Statistics		4
<b>List B - select one to two courses (3-5 units):</b>				
ANTH	205	Introduction to Research Methods		3
BIOL	120	Human Anatomy		5
GEOL	120	Physical Geology		3
<b>And</b>				
GEOL	120L	Physical Geology Laboratory		1
GEOL	103	Environmental Geology		3
GEOG	125	Introduction to Geographic Information Systems		3
<b>List C - select one course:</b>				
Any course from List B not already used.				
ANTH	103	Globalization and Peoples and Cultures of the World		3
ANTH	204	Native American Cultures		3
ANTH	208	Magic, Folklore and Healing		3
ANTH	215	Native Americans of California		3
GEOG	102	The Human Environment		3
HIST	214	History of Latin America		3
HUM	118	Introduction to World Religions		3
ETST	110	Introduction to Ethnic Studies		3
ETST	151	Native American History		3
SOC	110	Introduction to Sociology		3

SPCH 128 Intercultural Communication

3

**Total Major Units****19-22**

Maximum Units Double-Counted (IGETC/CSU-GE):

15-19 units/15-19 units

Required IGETC/CSU-GE Breadth:

37 units/39 units

Remaining CSU Transferable Electives (IGETC/CSU-GE):

16-23 units/14-21 units

**TOTAL DEGREE UNITS****60**

Upon successful completion of this degree, students will be able to:

- Explain and apply fundamental terminology and concepts from the fields of anthropology regarding human physical variation, behavior and differences in culture.
- Identify and explain the theoretical and methodological approaches used by the various anthropological disciplines to investigate and analyze humans.
- Explain human physical diversity within a bio-cultural, evolutionary framework.
- Compare and contrast patterns of cultural similarity (interrelated patterns of culture) and diversity (uniqueness).
- Evaluate the impacts of globalization on humans from an anthropological perspective.

**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, C-ID: ANTH 110

**ANTH 101L: Physical/Biological Anthropology Laboratory***1.0 Unit. 3 lab hrs/wk. Prerequisite: ANTH 101 or concurrent enrollment.*

Laboratory and related exercises selected from the fields of: genetics, the human genome, human variability, medical genetics, nonhuman primates, human dental and skeletal anatomy, forensics, primate behavior, reconstruction, fossil hominids, the scientific method including probability and research design. This course covers in greater detail areas which are taught in ANTH 101 and which require the active participation of students in learning how to accomplish specific tasks related to the above areas. Field trips may be included. (CSU/UC) AA/AS Area A, CSU Area B-2 or B-3, IGETC Area 5C, C-ID: ANTH 115

**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, C-ID: ANTH 120

**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 104: Introduction to Linguistic Anthropology***3.0 Units. 3 lecture hrs/wk. No prerequisite.*

This course introduces students to the anthropological study of language, verbal and non-verbal human communication. Using a cross-cultural perspective, students examine the relationship between culture and the ways in which humans communicate. Topics include structural linguistics, biological and cultural mechanisms of language acquisition, historical linguistics, and sociocultural linguistics, as well as issues surrounding language loss and conservation. (CSU/UC) AA/AS Area B, CSU Area D, IGETC Area 4

**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, C-ID: ANTH 150

**ANTH 204: Native American Cultures***3.0 Units. 3 lecture hrs/wk. No prerequisite.*

This survey course examines early examples of habitation in the western hemisphere. The course illustrates the peopling of the Americas and lifeways of native cultures in addition to colonialism and its impacts on native peoples. 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: Introduction to Research Methods**

3.0 Units. 3 lecture hrs/wk. (Prerequisite: SOC 110 or PSY 110 or ANTH 101 or ANTH 102. May be taken as BEHS 205, SOC 205, PSY 205, or ANTH 205; credit awarded for only one course.)

This course introduces the methods, logic, and empirical and analytical strategies behavioral scientists use to study the social world. Students gain knowledge of and practical experience in the scientific method, evaluation of evidence, and the various components of the research design and development process. Key topics include qualitative and quantitative modes of inquiry, formulating a research question, constructing and operationalizing variables, developing and testing hypotheses, ethics of research, and developing a study design and methodology. (CSU/UC) CSU Area D, IGETC Area 4

**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) AA/AS Area B, CSU Area D-1, IGETC Area 4A

**ANTH 215: Native Americans of California**

3.0 Units. 3 lecture hrs/wk. 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

Architecture is challenging and exciting; it's key to our daily experience and to the health of the environment. The architect integrates user needs, materials, building structure, codes, schedule, and budget—all while simultaneously designing buildings that delight and inspire. College of Marin offers courses in architectural design, drawing and presentation, professional practice, computer aided design and modeling, and the history of architecture. The two year A.S. degree program serves those who seek knowledge and skills for work in architecture, architectural drafting and modeling, construction, and other fields where knowledge of history, design, and communication is useful. Courses in the program also serve students who want to transfer to both undergraduate and graduate schools of architecture. And, the program is full of opportunities for those seeking personal enrichment.

**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, Structural Engineer, Theater Set Designer, Urban Planner

Department Phone: 415-485-9480

**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. Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the associate degree. **All students should consult a counselor.**

REQUIREMENTS			UNITS
ARCH	100	History of Architecture I	3
ARCH	101	History of Architecture II	3
ARCH	102	History of Architecture III	3
ARCH	110	Beginning Architectural Design	4
ARCH	111	Intermediate Architectural Design	4
ARCH	120	Intro to Visual Representation and Architectural Drawing	4
ARCH	130	Introduction to Architecture and Environmental Design	3
<b>And one of the following:</b>			
ARCH	121	Intermediate Architectural Drawing	4
<b>Or</b>			
ARCH	140	Digital Modeling for Architectural Design	4
<b>Or</b>			
ARCH	141	Computer Drawing for Architecture and Construction	4
<b>TOTAL MAJOR UNITS</b>			<b>28</b>

Upon successful completion of this degree, students will be able to:

- Gather and analyze site and programmatic requirements.
- Develop rigorous and innovative personal approaches to conceptual design.
- Present final designs in written, graphic, 3-dimensional model, and oral formats.
- Synthesize and employ discipline-specific knowledge in the language and terminology of architecture, the tools for design and documentation, the history of architecture, current building materials and methods, basic engineering concepts, and green building concepts.
- Understand their own built environment and be able to contribute to community planning and public discourse.

**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 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 develop an architectural vocabulary and thought process 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/UC)

**ARCH 120: Introduction to Visual Representation and Architectural Drawing**

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

In this introductory studio course, students learn the tools of architectural representation through the use of several visual media. Students learn both freehand drawing and drafting skills to convey ideas concerning design and the environment. Topics include plan, elevation, section, contour, presentation rendering skills, color, design, and strategies for three-dimensional drawing including perspective. Communication between designers, clients and builders is emphasized. Appropriate for those interested in architectural, urban, interior and landscape design, and construction and engineering. (CSU/UC)

**ARCH 121: Intermediate Architectural Drawing**

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: ARCH 120. Advisories: ARCH 110 and 130; may be taken concurrently.

A practical intermediate course in architectural drawing. It builds on basic drawing and lettering techniques, and introduces more advanced applications for architectural projections (plan, section and elevation), detail and working drawings, and architectural rendering. Basic wood frame construction is introduced and applied to practical architectural and construction problems. (CSU/UC)

**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 140: Digital Modeling for Architectural Design**

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: ARCH 120 or concurrent enrollment. Advisory: ARCH 110 or 130.

Students learn basic 3D computer modeling applications for use in architectural design and related fields, augmenting hand modeling and drawing techniques already in place. Includes use of computer-based presentation tools for effective communication; these will be helpful in the design studio and later with clients and broader audiences such as city planners and neighbors. The class uses current industry standard software; the concepts learned will also serve students encountering other modeling/presentation programs in the future. (CSU/UC)

**ARCH 141: Computer Drawing for Architecture and Construction**

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

Students learn the skills needed to produce 3D computer models and to extract 2D construction drawings from them (plans, sections and elevations). These skills reinforce the hand-drawing conventions taught in ARCH 120. Students acquire the tools for project development and construction drawing necessary in internships and practice. Emphasizes the effective communication and logical organization that facilitates drawing, the revision process and collaboration. The class is taught using industry standard software; basic concepts and skills apply to most CAD applications. (CSU/UC)

**ARCH 142: Intermediate Digital Projects**

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: ARCH 140 or 141.

Students build on skills learned in the prerequisite classes by integrating them with related software (Autodesk, Adobe, GIS mapping) and exploring new applications such as fabrication (3D printing and laser cutting), animated fly-throughs, and virtual reality. Those who have learned basic Revit in ARCH 141 may conduct further study within that program (rendering, project sharing, and BIM) as well as broader applications for it. (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, Cartoonist, Ceramicist, 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, Photographer, Print Maker, Printer, Product Designer, Sculptor, Stage Set Designer, Textile Designer, Typographer

#### Faculty

Chester Arnold, Jason Dunn, Patricia Hulin, Kevin Muller, Polly Steinmetz, Katherine Wagner

Department Phone: 415-485-9480

## A.A.-T. IN ART HISTORY

### Associate in Arts in Art History for Transfer degree (AA-T)

This degree is primarily intended for the student who wants to earn a degree on the way to transferring to a California State University.

#### To complete the Associate in Arts in Art History for Transfer degree, a student must:

- Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”
- Obtain a minimum grade point average of 2.0.

REQUIREMENTS				UNITS
<b>Required Core Courses:</b>				
ART	101	History of Western Art: Ancient - Medieval		3
ART	102	History of Western Art: Medieval - Nineteenth Century		3
ART	130	Drawing and Composition I		4
<b>List A - select one course:</b>				
ART	104	History of Asian Art		3
ART	108	Arts of the Americas (also offered as ETST 108 or HUM 108)		3
ART	110	History of Islamic Art		3
<b>List B - select one course:</b>				
ART	112	2-D Art Fundamentals		4
ART	113	3-D Art Fundamentals		4
ART	134	Life Drawing I		4
MMST	112	Design I: Fundamentals		3
ART	170	Ceramics I		4
ART	180	Sculpture I		4
ART	190	Black and White Photography I		4
<b>List C - select one course:</b>				
Any course from List A or List B not already used				
ART	103	History of Modern Art		3
ART	105	History of Contemporary Art		3
ART	106	History of Women Artists		3
ART	107	History of American Art		3
ARCH	100	History of Architecture I		3

ARCH	101	History of Architecture II	3
ARCH	102	History of Architecture III	3
DANC	108	Dance History: Dancing: The Pleasure, Power and Art of Movement	3
DRAM	110	Introduction to the Theatre	3
DRAM	150	Introduction to Stagecraft	3
DRAM	260	Musical Theatre Production Workshop	3
FILM/HUM	109A	History of Film: Beginning to 1950	4
FILM/HUM	109B	Analysis and History of Contemporary Media	3
MUS	101	Introduction to Classical Music	3
MUS	102	Music Masterworks	3
MUS	105	Rock, Pop and Jazz	3
MUS	106	Music Fundamentals	3

#### Total Major Units

**19-21**

Maximum Units Double-Counted (IGETC/CSU-GE): 6 units/6 units

Required IGETC/CSU-GE Breadth: 37 units/39 units

Remaining CSU Transferable Electives ((IGETC/CSU-GE): 8-10 units/6-8 units

#### TOTAL DEGREE UNITS

**60**

Upon successful completion of this degree, students will be able to:

- Identify, describe, and evaluate the creative and cultural achievements of humanity throughout history.
- Demonstrate the ability to create expressive artistic works utilizing techniques and methods within the disciplines included in the degree program.
- Demonstrate the ability to create conceptual ideas using analytical problem solving skills.

## 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. Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the associate degree. Courses are offered at both campuses. Students may take courses at either campus to fulfill requirements for the major. **All students should consult a counselor.**

REQUIREMENTS				UNITS
ART	112	2-D Art Fundamentals		4
ART	130	Drawing and Composition I		4
<b>One art history course from the following:</b>				
ART	101	History of Ancient Art		3
ART	102	History of European Art		3
ART	103	History of Modern Art		3
ART	104	History of Asian Art		3
ART	105	History of Contemporary Art		3
ART	106	History of Women Artists		3
ART	107	History of American Art		3
ART	108	Arts of the Americas (also offered as ETST 108 or HUM 108)		3
<b>And 12 additional units from the following:</b>				
ART	113	3-D Art Fundamentals		4
ART	114	Interior Design I		4
ART	116	Jewelry Design I		4
ART	118	Art Gallery Design and Management I		4
ART	129	Materials and Techniques		4
ART	134	Life Drawing I		4
ART	140	Painting I		4
ART	144	Watercolor I		4
ART	146	Life Painting I		4
ART	148	Color Theory		4

ART	152	Printmaking I	4
ART	165	Fiber Sculpture I	4
ART	170	Ceramics I	4
ART	175A	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 Photography	4

#### **TOTAL MAJOR UNITS 23**

Upon successful completion of this degree, students will be able to:

- Critically analyze and assess diverse historical and contemporary works of art.
- Create art that engages and builds on historical and contemporary practices, theories and materials.
- Translate concepts and visual experience into images or tactile forms.
- Present finished artwork for peer, professional or academic review.
- Evaluate and critique artwork and receive criticism from others.

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

This program offers a problem solving approach to design. Students select the emphasis area (either two-dimensional or three-dimensional) that is most compatible with their occupational goals. Courses in this program are offered at both campuses. Students may take courses at either campus to fulfill requirements for the major. Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the associate degree. **All students should consult a counselor.**

<b>REQUIREMENTS</b>			<b>UNITS</b>
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
<b>Any course in Art History:</b>			
ART	101	History of Ancient Art	3
ART	102	History of European Art	3
ART	103	History of Modern Art	3
ART	104	History of Asian Art	3
ART	105	History of Contemporary Art	3
ART	106	History of Women Artist	3
ART	107	History of American Art	3
ART	108	History of Arts of the Americas (also offered as ETST 108 or HUM 108)	3
BUS	101	Introduction to Business	3

#### **TOTAL CORE UNITS**

**19**

**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 MAJOR UNITS 35**

\* 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 MAJOR UNITS 35**

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

Upon successful completion of this degree, students will be able to:

- Evaluate and critique art/design/architecture/interior design works in terms of formal design criteria: Elements of design (line, space, shape, value, color, texture), and Principles of design (balance, repetition, variation, emphasis, economy, proportion).
- Critically analyze and discuss diverse historical, and contemporary works of art, architecture and design.
- Create art that engages and builds on historical and contemporary practices, materials, and theories of art.
- Translate conceptual and visual experience into images, objects or architectural/interior designs.
- Present finished artwork for peer, professional and academic review.

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

(This degree has been discontinued; students with catalog rights are advised to see a counselor for more information.)

### **ART COURSES (ART)**

#### **ART 101: History of Western Art: Ancient - Medieval**

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

An introductory survey of objects, images, and architecture from the Paleolithic era to the Medieval period (prehistory through ca. 1000 CE), addressing the importance of religious, social, and political influences on the art of prehistoric, Mesopotamian, Egyptian, Greek, Roman, early Christian, Byzantine and Medieval European cultures. Emphasizes developing and enhancing students' ability to understand works of art in their social and historical contexts. May require field trips to local museums, galleries, or lectures. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A, C-ID: ARTH 110



### **ART 102: History of Western Art: Medieval - Nineteenth Century**

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

An introductory survey of European art, architecture, and sculpture from medieval times to the mid-nineteenth century. Addresses the importance of religious, social, and political influences on the art of the Medieval, Renaissance, Baroque, Neoclassical, and Romantic periods. Emphasis on developing and enhancing students' ability to understand works of art in their social and historical contexts. May require field trips to local museums, galleries, or lectures. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A, C-ID: ARTH 120

### **ART 103: History of Western Art: Nineteenth and Twentieth Centuries**

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

A chronological survey of western art, architecture, and visual culture from Neoclassicism to the era of globalization. Addresses the impact of social, economic, technological, and political change on modern and post-modern art. Emphasis on developing and enhancing the ability to understand works of art in their social and historical contexts. May require field trips to local museums, galleries, or lectures. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A, C-ID: ARTH 150

### **ART 104: History of Asian Art**

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

A general introduction to the major Asian artistic traditions, this course focuses on the paintings, sculpture, ceramics, and architecture of China, Japan, and India, examining works within their global, religious, cultural, historical, and social contexts. Emphasis on developing and enhancing students' ability to understand works of art in these contexts. May require field trips to local museums, galleries, or lectures. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A, C-ID: ARTH 130

### **ART 105: Introduction to Contemporary Art and Visual Culture**

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

This course examines the relationship between contemporary art and visual culture in light of the blurred distinction between art and non-art that has emerged over the last fifty years. The course addresses artists working in different genres including installation, performance, new media, conceptual art, and street art, and how they engage with the imagery, strategies, and practices found in the visual culture of everyday life, from print advertisements to television to YouTube. Emphasis on developing and enhancing students' ability to understand works of art in their social and historical contexts. May require field trips to local museums, galleries, or lectures. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A, C-ID: ARTH 120

### **ART 106: Women and Gender in Art and History**

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

A historic and thematic examination of the ways in which prevailing ideas about gender have shaped women as artists, patrons, objects, and audience. Addresses issues of race, gender, socio-economic and political conditions, increasing urbanization, conceptions of nature, and other issues as they impacted women in the visual arts in different historical periods. Emphasis placed on developing and enhancing students' ability to understand works of art in their original social

and historical contexts. May require field trips to local museums, galleries, or lectures. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

### **ART 107: Art of the United States: A Diverse History**

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

A historical and comparative survey of Euro-American, Native American, African-American, Asian American, and Hispanic/Latino male and female art and artists working in the United States. Examines how artists and artisans from these diverse groups have used various art forms to speak to specific historical, social, and political circumstances and values within their community from 1800 to the present. Emphasis placed on developing and enhancing student ability to understand works of art in their original social and historical contexts. May require field trips to local museums, galleries, or lectures. (CSU/UC) AA/AS Areas C and G, CSU Area C-1, IGETC Area 3A

### **ART 108: History of Arts of the Americas**

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

This course covers a selection of the art and visual culture of the Americas: North, Central, and South America, and the Caribbean. Art of the United States focuses on works from the culturally diverse peoples of the Bay Area. (CSU/UC) AA/AS Area C & G, CSU Area C-1, IGETC Area 3A, C-ID: ARTH 140

### **ART 110: History of Islamic Art**

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

A general introduction to the visual arts of Islam in a global context. Examines artistic traditions of calligraphy, miniature painting, textiles, decorative arts, and architecture from the beginnings of the Islamic faith to the present, and Islamic contributions to world art history. Includes interdisciplinary analysis of Islamic visual arts, emphasizing the cultural and religious contexts, as well as issues related to gender and social class. Emphasis is placed on developing and enhancing students' ability to understand works of art in their original social and historical contexts. May require field trips to local museums, galleries, or lectures. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

### **ART 111: History of Art: A Global Perspective**

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

A broad survey of art offering a visual encounter with the cultural and historical heritage of Africa, Asia, Oceania, and the Americas. Introduces cultural perspectives developed outside the Western (European) tradition and provides students with a multicultural, global perspective on the visual arts. Emphasizes developing and enhancing students' ability to understand works of art in their social and historical contexts. May require field trips to local museums and galleries. (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) AA/AS Area C, CSU Area C-1, C-ID: ARTS 100



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

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

This introductory level studio course, the first in a two-semester sequence, encourages students to express themselves by using and understanding the elements of two-dimensional art: shape, value, and perspective. Principles of composition such as balance, repetition, variation, and proportion are explored using a wide variety of media that may include ink, pencil, charcoal, paint, collage, print-making, and computer imaging. The course is required for art majors and highly recommended for all art students. (CSU/UC)

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

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

This introductory level studio course, the second in a two-semester sequence, encourages students to express themselves by using and understanding the elements of two-dimensional art: shape, value, and perspective. Principles of composition such as balance, repetition, variation, and proportion are explored using a wide variety of media that may include ink, pencil, charcoal, paint, collage, print-making, and computer imaging. The course is required for art majors and highly recommended for all art students. (CSU/UC)

**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) AA/AS Area C, CSU Area C-1, C-ID: ARTS 101

**ART 116: Jewelry & Small Metals I**

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

Design and creation of jewelry and small metal objects utilizing basic construction and casting techniques. Emphasis is on basic skill development and design. (CSU) CSU Area C-1, AA/AS Area C

**ART 117: Jewelry & Small Metals II**

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

Advanced design and creation of jewelry and small scale metals. Emphasizes development of soldering skills, construction of hollow forms, lidded vessels, intermediate forming methods, and intermediate stone setting. Casting is included. (CSU)

**ART 118: Art Gallery Design and Management I**

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

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

This course emphasizes the demonstration of students' skill, responsibility, and command of concepts and practices involved in the basic mechanics of preparing, organizing, designing, and installing art exhibitions at the College of Marin Fine Art Gallery with direct instructor supervision. The course is geared to studio arts students and those seeking employment in the arts. Field trips include visits to local galleries, museums, artist's studios, other educational venues, non-profit art spaces, and alternative exhibition venues. (CSU)

**ART 129: Materials and Techniques**

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

Through lecture/demonstrations and hands-on practice, this course familiarizes students with historical methods and materials of painting, including paleolithic painting, egg tempera, encaustic, true fresco and oil techniques of the Renaissance. Assignments involve making the paint required for creating examples of each medium, personalizing and adapting the methods to a modern context. (CSU/UC) AA/AS Area C

**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) AA/AS Area C, CSU Area C-1, C-ID: ARTS 110

**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), C-ID: ARTS 205

**ART 134: Life Drawing I**

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

This course provides students with a basic understanding of proportion, structure, and superficial anatomy of the human figure, combined with further study of appropriate media and drawing techniques. Required of art majors. (CSU/UC) AA/AS Area C, CSU Area C-1, C-ID: ARTS 200

**ART 135: Life Drawing II**

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

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

**ART 138: Art Critique**

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

A monthly critique/seminar designed for artists in the community, and for current students of painting, drawing, sculpture, ceramics, textiles, photography, jewelry, and mixed media to have their work reviewed and formally evaluated in art terms. Students have the advantage of many critical "eyes" because several different members of the department participate in critiques. (CSU)

**ART 140: Painting I**

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

This course is designed to teach the process of making paintings. Students methodically cover the essential steps: selecting significant shapes, balancing composition, mixing paints, perfecting techniques and developing skills. Four paintings are required of all students. Attendance is essential for instructional, studio and critique sessions. Oil, acrylic and mixed media. (CSU/UC) AA/AS Area C, CSU Area C-1, C-ID: ARTS 210

**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) AA/AS Area C, 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) AA/AS Area C, 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.

This 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, AA/AS Area C, C-ID: ARTS 270

**ART 152: Printmaking I**

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

This course introduces the concepts and techniques of basic fine art printmaking. Instruction and studio work include monotype, collograph, relief (woodcut and linocut), and intaglio (drypoint, hardground/softground etching, and step-bite aquatint). 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 of work. (CSU/UC) CSU Area C-1, AA/AS Area C, C-ID: ARTS 220

**ART 153: Printmaking II**

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

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

**ART 165: Fiber Sculpture I**

4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite. Advisory: Art 112 and 113.

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) AA/AS Area C, CSU Area C-1, C-ID: ARTS 282

**ART 166: Fiber Sculpture II**

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

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

**ART 170: Ceramics I**

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

A basic general ceramics course for those who want to survey various forming techniques and become familiar with ceramic glaze materials and kiln firing. Students develop an awareness of ceramic design and explore individual solutions to specific technical and conceptual assignments. (CSU/UC) AA/AS Area C, CSU Area C-1, C-ID: ARTS 230

**ART 171: Ceramics II**

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 170. Advisory: Art 113 or 130 or concurrent enrollment.

A second semester beginning ceramics course for those who wish to continue developing the basic techniques of wheel throwing and slab building methods with an emphasis on increasingly advanced projects. Direct participation in glaze preparation and kiln firing. Students are expected to produce work reflecting an intermediate understanding of ceramic design, and to explore individual project resolutions through drawings and group discussion. (CSU/UC)

**ART 175ABCD: Primitive Ceramics**

4.0 Units. 3 lecture and 3 lab hrs/wk. Advisory for all levels: Art 113 and 130. Prerequisites: A: none; B: Art 175A; C: Art 175B; D: Art 175C.

This family of courses surveys the forming and firing methods that have been the basis of worldwide ceramic traditions before the use of glazes and modern equipment. Locating clay deposits; preparation of clay and slip colors. Level A includes coil-forming and burnishing techniques and pit firing, sawdust firing and dung firing. Level B includes pinching and press mold techniques and charcoal and smudge firing. Level C includes paddle and anvil forming techniques and wood sagger and grass firing. Level D includes large format coil and throw forming techniques; and primary kiln design. Students are required to use basic design and drawing skills in the development of their assignments. (CSU/UC)

**ART 176AB: Pottery on the Wheel I and II**

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: A: none; B: Art 176A. Advisories: Art 170, 113, and 130.

These courses concentrate on the use of the potter's wheel in the creation of ceramic vessels. Through the study of historical and contemporary pottery practices from diverse cultures, students are exposed to the fundamentals of vessel design. Techniques include basic clay preparation; wheel throwing and trimming of cups, bowls, vases and lidded containers; handle making; and basic stoneware and soda glazing. (CSU/UC)

**ART 180: Sculpture I**

4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite. Advisory: Art 113.

This introductory studio course focuses on form and structure, in culture and self-expression. No prior knowledge of sculpture is necessary. Includes a survey of the history of sculpture, including contemporary directions. Instruction in basic techniques of carving, modeling, moldmaking, welding, metal casting, plaster, and wood-working. (CSU/UC) CSU Area C-1, AA/AS Area C, C-ID: ARTS 240

**ART 181: Sculpture II**

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 180.

This is a developmental level sculpture course in both traditional and contemporary approaches to sculpture. Students are expected to have appropriate experience and knowledge of sculpture. Expanded use of materials may include plasticine, wax, metal fabrication and casting. Historical and contemporary approaches to sculptural form will be presented through slide lectures, readings, critiques, research, and visits to exhibits. (CSU/UC)

**ART 185: Life Sculpture I**

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

In this introductory level sculpture course, both classical and contemporary approaches to figure sculpture are studied. Working from live models, students learn to interpret the pose, analyze spatial relationship and proportion, experiment with scale, and learn to compose as they examine the human form. Materials may include clay, wax, armature wire, and plaster. Historical and contemporary approaches to the figure are presented through slide lectures, readings, critiques, research, and visits to exhibits. (CSU/UC) AA/AS Area C, CSU Area C-1

**ART 186: Life Sculpture II**

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

In this developmental level sculpture course, both classical and contemporary approaches to figure sculpture are studied. Students are expected to have appropriate experience and knowledge of figure sculpture. Working from live models and studies, students expand on their knowledge of the pose, analyze spatial relationship and proportion, experiment with scale, learn to compose as they examine the human form, and produce representative anatomical studies. Expanded use of materials may include plasticine, clay, wax, armature wire, and plaster. Historical and contemporary approaches to the figure are presented through slide lectures, readings, critiques, research, and visits to exhibits. (CSU/UC) CSU Area C-1, AA/AS Area C

**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) AA/AS Area C, CSU Area C-1

**ART 191: Black and White Photography II**

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

This intermediate, darkroom-based course is designed to meet the needs of art students, photography majors and others who qualify for an intermediate semester of black and white photography. The class emphasizes balancing technical skill with development of concept and artistic expression. 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. Shooting assignments outside of class time are 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. 3 lecture and 3 lab hrs/wk. No prerequisite.

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

**ART 194: Intermediate Digital Photography**

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

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

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

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

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

**ART 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 216: Jewelry & Small Metals III**

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 117.

This course involves more advanced forming methods, mechanical constructions such as hinges and catches, stone setting, rubber mold making, casting, and possibly tool-making and repousse and use of alternative materials. (CSU)

**ART 217: Jewelry & Small Metals IV**

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

Advanced design and creation of jewelry, emphasizing the functional, conceptual and aesthetic aspects of designing. Includes advanced forming techniques, advanced hinges and catches, stone setting, rubber mold making and casting. (CSU)

**ART 218: Art Gallery Design and Management III**

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

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

**ART 219: Art Gallery Design and Management IV**

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

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

**ART 234: Life Drawing III**

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

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

**ART 235: Life Drawing IV**

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

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

**ART 240: Painting III**

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

Advanced topics in painting are explored in depth by students working on themes requiring sustained focus and regular critique/discussions. Both instructor assignments and student-determined assignments combine to explore contemporary issues through painting production. Attendance is essential for instructional, studio, and critique sessions. Oil, acrylic, and mixed media. (CSU/UC)

**ART 241: Painting IV**

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

Advanced topics in painting are explored in depth by students working on themes requiring sustained focus and regular critique/discussions. Both instructor assignments and student-determined assignments combine to explore contemporary issues through painting. Students participate in studio discussions and critique sessions. Painting at this advanced level requires increased self-motivation; students are expected to create exhibition-quality works. Oil, acrylic, and mixed media. (CSU/UC)

**ART 244: Watercolor III**

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

This course emphasizes personal expression as well as mastery of the technical challenges particular to the medium. Students are encouraged to further their commitment to their work, balancing technical skills in direct correlation to their work's content. Frequent critique sessions, lectures, and demonstrations examine paper selection and

reaction to the medium, the tendency of watercolor to flow, and its qualities of transparency and evaporation. (CSU/UC)

**ART 245: Watercolor IV**

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

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

**ART 246: Life Painting III**

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

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

**ART 247: Life Painting IV**

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

A continuation of painting practices with the human figure as part of the composition. Emphases include correct proportion of the figure in space, light and shadow, and brushwork. Oil or acrylic paint used for both realistic and experimental figure painting; students also develop awareness of the use of color. 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 252: Printmaking III**

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

An advanced course in the concepts and techniques of fine art printmaking. Instruction and studio work include drypoint, etching and engraving, linocut and collagraphs, monotype and solar plate exploration. (CSU)

**ART 253: Printmaking IV**

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

A continuing course in the concepts and techniques of fine art printmaking. Instruction and studio work include advanced explorations in intaglio, relief, lithography, monotype, collagraphs, and photo polymer plate processes. (CSU)

**ART 265: Fiber Sculpture III**

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

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

**ART 266: Fiber Sculpture IV**

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

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

**ART 270: Ceramics III**

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

Advanced and in-depth interpretation of ceramic projects with greater expectations of further technical and conceptual development. Advancement in application of ceramic materials, forming techniques, and understanding of design elements. Concentration on individual projects which illustrate more comprehensive aesthetic understanding and technical independence. Mentoring of beginning students, lab assistance in glaze preparation, kiln loading and firing. (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 ceramic projects, focusing on creating a conceptually and visually cohesive body of ceramic artwork. Advancement in application of ceramic materials, forming techniques, and understanding of design elements. Concentration on individual projects which illustrate more comprehensive aesthetic understanding and technical independence. Mentoring of beginning students, lab assistance in glaze calculation, kiln loading and firing. (CSU)

**ART 276AB: Advanced Wheel Thrown Ceramics**

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

An expanded interpretation of wheel-thrown ceramics, focusing on technical, aesthetic, and conceptual development. Topics include large-scale throwing, extensive altering, experimental forms, introduction to wheel-thrown sculpture, basic glaze formulation, kiln firing, mentoring of beginning students, and increased involvement in studio processes. (CSU)

**ART 280: Sculpture III**

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 181.

This is an intermediate level course in both traditional and contemporary approaches to sculpture. Students are expected to have appropriate experience and knowledge of sculpture. Expanded use of materials may include stone and wood carving, wax, and more advanced metal fabrication and casting techniques. Historical and contemporary approaches to sculptural form will be presented through slide lectures, readings, critiques, research, and visits to exhibits. (CSU/UC)

**ART 281: Sculpture IV**

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 280.

This is an advanced level course in both traditional and contemporary approaches to sculpture. Students are expected to have

appropriate experience and knowledge of sculpture. Expanded use of materials may include stone and wood carving, digital fabrication, large-scale wax, and more advanced metal fabrication and casting techniques. Historical and contemporary approaches to sculptural form will be presented through slide lectures, readings, critiques, research, and visits to exhibits. (CSU/UC)

### **ART 285: Life Sculpture III**

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

In this intermediate level sculpture course, both classical and contemporary approaches to figure sculpture are studied. Students are expected to have appropriate experience and knowledge of figure sculpture. Working from live models and studies, students expand on their knowledge of artistic self-expression via the figure, experiment with scale, learn to compose as they examine the human form, and produce representative anatomical studies. Expanded use of materials may include plasticine, clay, wax, armature wire, and plaster. Historical and contemporary approaches to the figure are presented through slide lectures, readings, critiques, research, and visits to exhibits. (CSU/UC) CSU Area C-1, AA/AS Area C

### **ART 286: Life Sculpture IV**

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

This advanced level sculpture course helps students transition to a higher level of professional growth. Students are expected to have appropriate experience and knowledge of figure sculpture. Working from maquettes, studies, and research, students expand on their knowledge of the pose, analyze spatial relationship and proportion, experiment with scale, learn to compose as they examine the human form, and produce representative anatomical studies. Expanded use of materials may include digital fabrication, metal casting, plasticine, clay, wax, armature wire, and plaster. Historical and contemporary approaches to the figure are presented through slide lectures, readings, critiques, research, and visits to exhibits. (CSU/UC) CSU Area C-1, AA/AS Area C

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

4.0 Units. 1 lecture and 3 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)

## **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

## **ASTRONOMY COURSES (ASTR)**

### **ASTR 101: Introduction to Astronomy**

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

Designed for non-science students, this course covers the nature and evolution of planets, stars, galaxies, and the universe as a whole. Emphasizes the scientific principles and methods used to observe and comprehend the universe. (CSU/UC)

AA/AS Area A, CSU Area B-1, IGETC 5A

### **ASTR 117L: Introduction to Astronomy Lab**

1.0 Unit. 3.3 lab hrs/wk. Prerequisite: ASTR 101 or concurrent enrollment.

This course develops students' ability to investigate and solve problems in astronomy using direct observation, data gathering, and interpretation. Students collect and analyze data from direct observations, telescopes, and astrophotography. (CSU/UC)

AA/AS Area A, CSU Area B-1 or B-3, IGETC Area 5C

## **AUTOMOTIVE COLLISION REPAIR TECHNOLOGY**

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

### **Career Options**

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

Faculty

Ron Palmer

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

*Please note: New Certificates of Achievement in Automotive Collision Repair Technology are under review by the Chancellor's Office and will be published in a forthcoming catalog supplement upon approval.*

### **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 in ACRT listed below, plus additional general education and graduation requirements, will be awarded an Associate in Science degree. In addition, students may be credited with up to two years toward their apprenticeship in Marin County's automotive reconditioning and refinishing market. **All students should consult a counselor.**

REQUIREMENTS				UNITS
ACRT	100	Career Math, Resumes, and Customer Relations		4
ACRT	101	Basic Sheet Metal Operations for Automotive Collision Repair		2
ACRT	102	Introduction to Automotive Collision Repair		2
ACRT	103	Nonstructural Analysis and Damage Repair		2

ACRT	104	Structural Analysis and Damage Repair	2
ACRT	105	Advanced Structural Analysis and Damage Repair	2
ACRT	160	Automotive Painting and Refinishing Repair	1.5
ACRT	161	Automotive Dent and Damage Repair	1.5
ACRT	162	Automotive Structural Repair	1.5
ACRT	163	Automotive Mechanical and Electrical Repair	1.5
ACRT	201	Automotive Paint: Waterborne, Clear Coat, and Detailing	4
ACRT	202	Automotive Paint: Three-Stage and Custom Painting	4
ACRT	279	Frame Straightening and Repair	2
MACH	106	Metal Fabrication	2
MACH	107	MIG Welding for ACRT	2
AUTO	111	Automotive Maintenance – Intermediate	3
AUTO	113	Specialized Electronic Training	5

**TOTAL MAJOR UNITS 42**

Upon successful completion of this degree or certificate, students will be able to:

- Demonstrate the skills and competencies for a successful career in the auto body repair and painting industry and related areas.
- Demonstrate the work habits and attitudes necessary to work in a highly competitive and rewarding field.
- Display the basic skills necessary to become a lifelong learner in order to keep abreast of the latest technological changes in the auto body industry as measured by voluntary participation such as attendance in seminars and ASE Certifications.

## AUTOMOTIVE COLLISION REPAIR TECHNOLOGY COURSES (ACRT)

### ACRT 100: Career Math, Resumes and Customer Relations

4.0 Units. 4 lecture hrs/wk. May also be taken as AUTO 100; credit awarded for only one course.

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

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

2.0 Units. 1 lecture and 3 lab hrs/wk. 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. (CSU)

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

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

This course reviews basic metalworking techniques, including straightening fundamentals, and introduces troubleshooting techniques used when making parts. Emphasis on how to follow a professional blueprint or personal drawing. (CSU)

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

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

This course reviews basic metalworking techniques, including straightening fundamentals and troubleshooting techniques, and introduces repair techniques used when making parts. Emphasis on how to follow a professional blueprint or a personal drawing. Students learn about hybrid technology and study manufacturing technology as it applies to mass production. (CSU)

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

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

This course introduces basic auto body repair techniques and their usefulness in other applications. (CSU)

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

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

This course reviews basic auto body repair techniques, including panel repair, and introduces troubleshooting techniques for previous repairs. Students learn how to follow a professional blueprint or a personal drawing, and about hybrid technology components. (CSU)

### ACRT 102C: Introduction to Automotive Collision Repairs

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

This course reviews basic auto body repair techniques, including panel repair, and troubleshooting techniques for previous repairs. It introduces techniques to repair previous work. Students learn priming of panels, how to follow a professional blueprint or a personal drawing, and about hybrid technology components. (CSU)

### ACRT 103A: Nonstructural Analysis and Damage Repair Fundamentals

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

This course covers basic nonstructural analysis techniques and their usefulness in other applications. It introduces the fundamentals of basic metal repair and its tools and techniques. (CSU)

### ACRT 103B: Nonstructural Analysis and Damage Repair Troubleshooting

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

This course covers basic nonstructural analysis techniques and their usefulness in other applications. It reviews basic metal repair fundamentals and introduces troubleshooting techniques in nonstructural repair. Students learn how to follow a professional blueprint or a personal drawing. (CSU)

### ACRT 103C: Nonstructural Analysis and Damage Repairs

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

This course covers basic nonstructural analysis techniques and their usefulness in other applications. It reviews basic metal repair fundamentals and troubleshooting techniques, and introduces techniques in nonstructural repair. Students learn how to follow a professional blueprint or personal drawing. The course also includes repair of hybrid components and the study of synthetic substitutes. (CSU)



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

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

This course covers basic structural analysis techniques and their usefulness in other applications including basic metal straightening fundamentals. It introduces the tools, techniques, and theory of damage repair. (CSU)

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

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

This course covers basic structural analysis and troubleshooting techniques. It reviews basic metal straightening fundamentals and introduces troubleshooting techniques for structural materials. Students learn how to follow a professional blueprint or a personal drawing. (CSU)

**ACRT 104C: Structural Analysis and Damage Repairs**

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

This course covers basic structural analysis, troubleshooting techniques, and repair options. It reviews basic metal straightening fundamentals, troubleshooting techniques and introduces damage repair techniques. Students learn about repair of hybrid technology components. (CSU)

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

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

This course covers advanced structural analysis techniques and their usefulness in other applications. It includes the fundamentals of advanced metal straightening, and its tools and techniques. (CSU)

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

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

This course covers advanced structural analysis and troubleshooting techniques. It reviews advanced metal straightening fundamentals, tools and techniques, and introduces troubleshooting techniques for advanced structural materials. Students learn how to follow a professional blueprint or personal drawing. (CSU)

**ACRT 105C: Advanced Structural Analysis and Damage Repairs**

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

This course covers advanced structural analysis, troubleshooting techniques, and repair options. It reviews advanced metal straightening fundamentals, tools and techniques, troubleshooting techniques, and introduces repair options for advanced structural materials. Students learn about repair of hybrid technology components, metalurgy, and synthetic substitutes. Students mathematically predict what happens during impact/repair, and the geometries involved. (CSU)

**ACRT 110A: Introduction to Automobile Restoration**

2.0 Units. 2 lecture hrs/wk. No prerequisite.

This course introduces the basic steps required to research, purchase and restore a collectible or vintage automobile. (CSU)

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

1.5 Units. 0.5 lecture and 3 lab hrs/wk. 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 161A: Automotive Dent and Damage Repair Workshop**

1.5 Units. 0.5 lecture and 3 lab hrs/wk. 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 162A: Automotive Structural Repair Workshop**

1.5 Units. 0.5 lecture and 3 lab hrs/wk. 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 163A: Automotive Mechanical, Brakes, and Suspension Repair Workshop**

1.5 Units. 0.5 lecture and 3 lab hrs/wk. 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 164A: Automotive Plastic Repair Workshop**

1.5 Units. 0.5 lecture and 3 lab hrs/wk. 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 165A: Automotive Electrical and Electronics Workshop**

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

A skill-building workshop in the area of electrical/electronics repair. Students work on projects of their choice under the direction and supervision of the instructor. Practice includes methods and techniques in basic, intermediate and advanced levels of electrical/electronics repair. Related aspects of the automotive collision repair field are reviewed and practiced. (CSU)

**ACRT 166A: Automotive Restoration Workshop**

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

A skill-building workshop for an entire automotive restoration. Students work on projects of their choice under the direction and supervision of the instructor. Practice includes methods and techniques in basic, intermediate and advanced levels of auto mechanical and electrical repair. Related aspects of the automotive collision repair field are reviewed and practiced. (CSU)

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

4.0 Units. 2 lecture and 6 lab hrs/wk. 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 waterborne color and clear coat. The course also includes auto body care and maintenance: buffing, rubbing, and polishing. Through the lab experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. (CSU)

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

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

This course covers 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 waterborne color, clear coat and troubleshooting techniques required. The course also includes auto body care and maintenance: buffing, rubbing, and polishing. Through the lab experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. (CSU)

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

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

This course covers 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 waterborne color, clear coat, troubleshooting techniques, and introduces repair techniques required. The course also includes auto body care and maintenance: buffing, rubbing, and polishing. Through the lab experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. (CSU)

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

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

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

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

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

This course covers automotive three-stage and custom refinishing. It includes a comprehensive study of the materials, equipment, and techniques necessary for the successful application of pearl, candy-apple and lace three-stage paints, and introduces troubleshooting techniques. It also includes an opportunity to explore custom painting of student projects. Through the practicum experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. (CSU)

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

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

This course covers automotive three-stage and custom refinishing. It includes a study of the materials, equipment, and techniques necessary for the successful application of pearl, candy-apple and lace three-stage paints, of troubleshooting techniques, and introduces repair techniques. It also includes an opportunity to explore custom painting of student projects. Through the practicum experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. (CSU)

**ACRT 225: Automotive Careers and Customer Relations**

2.0 Units. 2 lecture hrs/wk. No prerequisite. May be taken as ACRT 225 or AUTO 225; credit awarded for only one course.

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

**ACRT 279A: Frame Straightening Fundamentals**

2.0 Units. 1 lecture and 3 lab hrs/wk. 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. Study, demonstration and practice with various types of frame straightening machines, gauges and tools, including safety precautions used in the automotive collision industry, are covered. (CSU)

**ACRT 279B: Frame Straightening Troubleshooting**

2.0 Units. 1 lecture and 3 lab hrs/wk. 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. It introduces troubleshooting techniques. Study, demonstration and practice with various types of frame straightening machines, gauges and tools, including safety precautions used in the automotive collision industry, are also covered. (CSU)

**ACRT 279C: Frame Straightening Repair**

2.0 Units. 1 lecture and 3 lab hrs/wk. 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 and troubleshooting techniques. It introduces repair techniques. Study, demonstration and practice with various types of frame straightening machines, gauges and tools, including safety precautions used in the automotive collision industry, are also covered. (CSU)

**ACRT 290A: Electric Vehicle Conversion and Hybrid Maintenance**

3.0 Units. 2.5 lecture and 1.5 lab hrs/wk. No prerequisite. May be taken as ACRT 290A or ELEC 290A; 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. In addition to an Associate of Science degree, 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**

Nick Fara, Ron Palmer

Department Phone: 415-457-8811, Ext. 8531

*Please note: a new Certificate of Achievement in Automotive Technology is under review by the Chancellor's Office and will be published in a forthcoming catalog supplement upon approval.*

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

*(Certificate of Achievement also awarded.)*

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. The goal of this degree or certificate is to provide theory and manipulative skills training in engine repair, brakes, suspensions, drive trains, heating and air conditioning, electrical/

performance systems and emission technician areas. **All students should consult a counselor.**

REQUIREMENTS				UNITS
AUTO	100	Career Math, Resumes, and Customer Relations		4
AUTO	112	Automotive Engines		4
AUTO	113	Specialized Electronic Training		5
AUTO	114	Automotive Engine Performance		4
AUTO	116	Automotive Electrical Systems		6
AUTO	118	Brakes, Alignment and Suspension		6
AUTO	215	Vehicle Service		4
AUTO	228	Automotive Engine Performance L1		4
AUTO	229	Automotive Body Electrical Systems		3
AUTO	230	Alternative Fuel Vehicles		2
AUTO	232	Automatic Transmissions/Transaxles		4
AUTO	233	Manual Drive Trains and Axles		4
AUTO	239	B.A.R. Update		1
AUTO	244	Smog Check Inspector Level 1 and 2 Training		5.5
MACH	120	Machine Technology I		3
MACH	130	Welding I		2

**TOTAL MAJOR UNITS 57.5**

Upon successful completion of this degree or certificate, students will be able to:

- Demonstrate an understanding of the safety requirements necessary to succeed as a Service and Repair Technician.
- Apply environmentally safe techniques when working with hazardous materials.
- Demonstrate the skills required for the automotive specialty areas of brakes, suspension, manual transmissions/transaxles and drive-trains, automatic transmissions/transaxles, engine repair, heating ventilation and air conditioning, electrical, engine performance, emissions and advanced engine performance to gain an entry-level position as a General Repair Technician being prepared to service and repair all specialty areas.

**CERTIFICATE OF ACHIEVEMENT IN AUTOMOTIVE TECHNOLOGY: CHASSIS REPAIR TECHNICIAN**

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

REQUIREMENTS				UNITS
AUTO	100	Career Math, Resumes, and Customer Relations		4
AUTO	112	Automotive Engines		4
AUTO	113	Specialized Electronic Training		5
AUTO	114	Automotive Engine Performance		4
AUTO	118	Brakes, Alignment and Suspension		6
AUTO	233	Manual Drive Trains and Axles		4
MACH	120	Machine Technology I		3
MACH	130	Welding I		2

**TOTAL CERTIFICATE UNITS 32**

Upon successful completion of this certificate, students will be able to:

- Demonstrate an understanding of the safety requirements necessary to succeed as a Service and Repair Technician.
- Apply environmentally safe techniques when working with hazardous materials.

- Demonstrate the skills required for the automotive specialty areas of brakes, suspension, manual transmissions/transaxles and drive trains, automatic transmissions/transaxles, engine repair, and heating ventilation and air conditioning required for gaining an entry-level position as a Chassis Repair Technician.

### CERTIFICATE OF ACHIEVEMENT IN AUTOMOTIVE TECHNOLOGY: ELECTRICAL/PERFORMANCE TECHNICIAN

The Electrical/Performance Technician career path is designed to prepare students to enter the automotive service repair industry. The goal of this certificate is to provide the student with both theory and manipulative skills training in the electrical/performance systems area.

REQUIREMENTS				UNITS
AUTO	100	Career Math, Resumes, and Customer Relations		4
AUTO	113	Specialized Electronic Training		5
AUTO	116	Automotive Electrical Systems		6
AUTO	215	Vehicle Service		4
AUTO	228	Automotive Engine Performance L1		4
AUTO	229	Automotive Body Electrical Systems		3
AUTO	244	Smog Check Inspector Level 1 and 2 Training		5.5
<b>TOTAL CERTIFICATE UNITS</b>				<b>31.5</b>

Upon successful completion of this certificate, students will be able to:

- Demonstrate an understanding of the safety requirements necessary to succeed as a Service and Repair Technician.
- Apply environmentally safe techniques when working with hazardous materials.
- Demonstrate the skills required for the automotive specialty areas of electrical, engine performance and advanced engine performance to gain an entry-level position as an Electrical and Drivability Repair Technician.

### CERTIFICATE OF ACHIEVEMENT IN AUTOMOTIVE TECHNOLOGY: EMISSIONS/PERFORMANCE TECHNICIAN

The Emissions/Performance Technician career path is designed to prepare students to enter the automotive service repair industry. The goal of this certificate is to provide the student with both theory and manipulative skills training in the Electrical/Performance and Emissions Technician areas.

REQUIREMENTS				UNITS
AUTO	100	Career Math, Resumes, and Customer Relations		4
AUTO	110	Introduction to Automotive Maintenance		3
AUTO	111	Automotive Maintenance		3
AUTO	112	Automotive Engines		4
AUTO	113	Specialized Electronic Training		5
AUTO	114	Automotive Engine Performance		4
AUTO	229	Automotive Body Electrical Systems		3
AUTO	244	Smog Check Inspector Level 1 and 2 Training		5.5
<b>TOTAL CERTIFICATE UNITS</b>				<b>31.5</b>

Upon successful completion of this certificate, students will be able to:

- Demonstrate an understanding of the safety requirements necessary to succeed as a Service and Repair Technician.
- Apply environmentally safe techniques when working with hazardous materials.

- Demonstrate the skills required for the automotive specialty areas of electrical, engine performance, emissions, and advanced engine performance to gain an entry-level position as a Licensed Smog Test and Repair Technician.

## AUTOMOTIVE TECHNOLOGY COURSES (AUTO)

### AUTO 100: Career Math, Resumes and Customer Relations

4.0 Units. 4 lecture hrs/wk. May also be taken as ACRT 100; credit awarded for only one course.

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

### AUTO 110A: 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 111A: Automotive Maintenance Fundamentals

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

This course provides basic 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. Emphasizes obtaining the correct specification and understanding how changes affect drivability. (CSU)

### AUTO 111B: Automotive Maintenance Troubleshooting

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

This course provides basic hands-on 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. It introduces troubleshooting techniques of these systems. (CSU)

### AUTO 111C: Automotive Maintenance Repair

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

This course provides hands-on training in engine testing and repair, engine performance, fuel and emission service, general electrical system repair, battery service, brake service and suspension, steering, alignment service, and troubleshooting. It introduces repair techniques of these systems. Emphasis on the actual repair and upgrading of all systems. (CSU)

**AUTO 112A: Automotive Engines Fundamentals**

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

This course provides basic training in servicing modern automotive engines used on cars, pickups, light trucks, and utility vehicles. It covers operation of automotive engines, emphasizing disassembly and reassembly of engines. Automotive machine shop skills are not included. In order to pass this skills-competency-based course, students must demonstrate the competency to perform the skills covered with some supervision. (CSU)

**AUTO 112B: Automotive Engines Troubleshooting**

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

This course provides basic training in servicing modern automotive engines used on cars, pickups, light trucks, and utility vehicles. It covers operation of automotive engines with an emphasis on testing and troubleshooting before reassembly. Automotive machine shop skills are not included. In order to pass this skills-competency-based course, students must demonstrate the competency to perform the skills covered with little supervision. (CSU)

**AUTO 112C: Automotive Engines Repair**

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

This course provides basic training in servicing modern automotive engines used on cars, pickups, light trucks, and utility vehicles. It covers operation of automotive engines with an emphasis on repair of faults found during troubleshooting. Automotive machine shop skills are not included. In order to pass this skills-competency-based course, students must demonstrate the competency to perform the skills necessary to qualify for technician positions which require minimum supervision upon employment. (CSU)

**AUTO 113A: Specialized Electronic Training Fundamentals**

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

This course introduces electrical and electronic systems used on cars, pickups, light trucks, and other vehicles. It includes theory and operations of Ohm's law, Digital Volt Ohm Meters, electrical circuits, wiring diagrams, schematics, and wire repair. Emphasis on the fundamentals of electricity. (CSU)

**AUTO 113B: Specialized Electronic Training Troubleshooting**

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

This course introduces electrical and electronic systems used on cars, pickups, light trucks, and other vehicles, and introduces troubleshooting techniques. It includes theory and operations of Ohm's law, Digital Volt Ohm Meters, electrical circuits, wiring diagrams, schematics, and wire repair. Emphasis on applying the fundamentals of electricity to troubleshoot circuits in vehicles. (CSU)

**AUTO 113C: Specialized Electronic Training Repair**

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

This course introduces electrical and electronic systems used on cars, pickups, light trucks, and other vehicles; troubleshooting techniques; and repair techniques for circuits. It includes theory and operations of Ohm's law, Digital Volt Ohm Meters, electrical circuits, wiring diagrams, schematics, and wire repair. Emphasis on applying the repair skills to fix circuits in vehicles. (CSU)

**AUTO 114A: Automotive Engine Performance A8 Fundamentals**

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

This course introduces basic servicing of modern fuel systems used on cars, pickups, light trucks, and utility vehicles. It covers theory of operation and repair of fuel and electronic fuel injection systems. Modern diagnostic tools and equipment are discussed. (CSU)

**AUTO 114B: Automotive Engine Performance A8 Troubleshooting**

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

This course covers basic servicing of modern fuel systems used on cars, pickups, light trucks, and utility vehicles, and introduces basic troubleshooting skills. It also covers theory of operation and troubleshooting of fuel and electronic fuel injection systems. Modern diagnostic tools and equipment are used. (CSU)

**AUTO 114C: Automotive Engine Performance A8 Repair**

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

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

**AUTO 116A: Automotive Electrical Systems A6 Fundamentals**

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

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

**AUTO 116B: Automotive Electrical Systems A6 Troubleshooting**

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

This course provides training in diagnosing and servicing modern automotive electrical systems used in cars, pickups, light trucks, and utility vehicles. Emphasis on diagnosis, testing and troubleshooting of actual electrical systems. (CSU)

**AUTO 116C: Automotive Electrical Systems A6 Repair**

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

This course provides training in diagnosing and servicing modern automotive electrical systems used in cars, pickups, light trucks, and utility vehicles. Emphasis on diagnosis, testing and repair of electrical systems. (CSU)

**AUTO 118A: Brakes, Alignment and Suspension Fundamentals**

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

This course provides basic 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. Emphasis on understanding the fundamentals of all

these systems. Health and safety working with asbestos is stressed. (CSU)

### **AUTO 118B: Brakes, Alignment and Suspension Troubleshooting**

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

This course provides training on wheel balance, wheel alignment, brake repair, automotive suspensions, and steering systems, and introduces troubleshooting techniques. 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. Emphasis on diagnosing all problems in these systems. Health and safety working with asbestos is stressed. (CSU)

### **AUTO 118C: Brakes, Alignment and Suspension Repair**

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

This course provides training on wheel balance, wheel alignment, brake repair, automotive suspensions and steering systems, and troubleshooting skills, introducing repair techniques. 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. Emphasis on troubleshooting and repair of all these systems. Health and safety working with asbestos is stressed. (CSU)

### **AUTO 215A: Vehicle Service Fundamentals**

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

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

### **AUTO 215B: Vehicle Service Troubleshooting**

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

This course covers the theory and basic skills of inspection of engines, automatic transmissions and transaxles, and heating and air conditioning, and introduces the troubleshooting of these systems. (CSU)

### **AUTO 215C: Vehicle Service Repair**

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

This course covers the theory and basic skills of inspection of engines, automatic transmissions and transaxles, and heating and air conditioning, introducing repair techniques for these systems. (CSU)

### **AUTO 228A: Automotive Engine Performance L1 Fundamentals**

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

This course introduces 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 228B: Automotive Engine Performance L1 Troubleshooting**

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

This course introduces diagnosing and servicing modern automotive computer control systems used on cars, pickups, light trucks and utility vehicles, and introduces the troubleshooting skills necessary for these systems. It covers operation of sensors, actuators, and control modules, and the use of modern scan tools, digital storage oscilloscopes, and diagnostic tools. (CSU)

### **AUTO 228C: Automotive Engine Performance L1 Repair**

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

This course introduces diagnosing, servicing, and troubleshooting modern automotive computer control systems used on cars, pickups, light trucks and utility vehicles, and introduces repair techniques for these systems. It covers operation of sensors, actuators, and control modules, and the use of modern scan tools, digital storage oscilloscopes, and diagnostic tools. (CSU)

### **AUTO 229A: Automotive Body Electrical Systems Fundamentals**

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

This course introduces diagnosing and servicing modern automotive electronic systems used on cars, pickups, light trucks and utility vehicles. It emphasizes 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 229B: Automotive Body Electrical Systems Troubleshooting**

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

This course provides training in diagnosing and servicing modern automotive electronic systems used on cars, pickups, light trucks and utility vehicles. It emphasizes the different possible troubleshooting techniques of cranking, charging, ignition, air bag, lighting systems, gauge and instrument panels, horn, wiper/washer, and accessory systems. (CSU)

### **AUTO 229C: Automotive Body Electrical Systems Repair**

3.0 Units. 3 lecture hrs/wk. 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 troubleshoot and repair cranking, charging, ignition, air bag, lighting systems, gauge and instrument panels, horn, wiper/washer, and accessory systems, emphasizing the complete repair of each system. (CSU)

### **AUTO 230A: Alternative Fuel Vehicles Fundamentals**

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

This course introduces diagnosing and servicing modern computer-controlled light duty vehicles. It covers diesel, bio-diesel, CNG, LPG, LNG, electric engines, fuel systems, air induction principles and operation, exhaust system components and operation, and the operation and testing of electronic controls. Diagnostic tools such as

scan tools, digital multi-meters and digital storage oscilloscopes are also introduced. (CSU)

### **AUTO 230B: Alternative Fuel Vehicles Troubleshooting**

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

This course trains in diagnosing and servicing modern computer-controlled light duty vehicles. It covers diesel, bio-diesel, CNG, LPG, LNG, electric engines, fuel systems, air induction principles and operation, exhaust system components and operation, and the operation and testing of electronic controls. Emphasis on diagnostic troubleshooting using scan tools, digital multi-meters and digital storage oscilloscopes. (CSU)

### **AUTO 230C: Alternative Fuel Vehicles Repair**

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

This course trains in diagnosing, troubleshooting and repairing modern computer-controlled light duty vehicles. It covers diesel, bio-diesel, CNG, LPG, LNG, electric engines, fuel systems, air induction principles and operation, exhaust system components and operation, and the operation and testing of electronic controls. Emphasis on the repair aspects using scan tools, digital multi-meters and digital storage oscilloscopes which are used to diagnose and troubleshoot faults. (CSU)

### **AUTO 233A: Manual Drive Trains and Axles Fundamentals**

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

This course introduces 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. Emphasis on the fundamentals of drive trains. (CSU)

### **AUTO 233B: Manual Drive Trains and Axles Troubleshooting**

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

This course trains in diagnosing, servicing and troubleshooting 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. Emphasis on troubleshooting the systems and repair scenarios. (CSU)

### **AUTO 233C: Manual Drive Trains and Axles Repair**

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

This course trains in diagnosing, servicing, troubleshooting, and repairing 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. Emphasis on the repair of the complete system. (CSU)

### **AUTO 235: Automotive Air Conditioning**

2.5 Units. 2 lecture and 1.5 lab hrs/wk. 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 239A: Bureau of Automotive Repair (B.A.R.) Update Training**

1.0 Unit. 1 lecture hr/wk. Repeat: 2. No prerequisite.

This course is designed to meet Bureau of Automotive Repair (BAR) biennial update requirement for smog technicians wishing to renew their State license. Upon completion of this course students are assessed and results are entered in the State's S&T website via certified BAR instructor's exclusive access. Then the S&T website authorizes issuance of a certificate of completion. This course covers the current year state requirements. (CSU)

### **AUTO 244A: Smog Check Inspector Level 1 and 2 Training**

5.5 Units. 3 lecture and 5 lab hrs/wk. Repeat: 2. No prerequisite.

This course satisfies the educational prerequisite to become a California Bureau of Automotive Repair Smog Check Inspector and covers covers the current year State requirements. It provides engine and emission control systems training as well as training on BAR rules and regulations. (CSU)

### **AUTO 250ABC: Automotive Service Excellence (ASE) Certification Exam Preparation**

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

This sequence of courses prepares students for the National Institute for Automotive Service Excellence (ASE) Certification tests.

### **AUTO 260: Electronic Instrument Certification**

3.0 Units. 3 lecture hrs/wk. No prerequisite. May be taken as AUTO 260 or ELEC 260; credit awarded for only one course.

This course guides students through all levels of electrical measurement using the digital multimeter, increasing students' technological capabilities with the meter from 20% to 90%. The course also uses the automotive scanner to teach diagnostic research/repair information with multi-leveled equipment. Students learn to efficiently and effectively utilize 90% of the features. The course concludes with the training and certification on various torque instruments. (CSU)

### **AUTO 292A: Electric and Hybrid Vehicle Design and Maintenance Fundamentals**

3.0 Units. 2.5 lecture and 1.5 lab hrs/wk. No prerequisite. May be taken as AUTO 292A or ELEC 292A; credit awarded for only one course.

This course covers electric and hybrid vehicle maintenance and design, emphasizing the principles behind component layout, battery rack and box design, construction details, and electrical wiring. The course introduces hands-on experience with these components, as well as AC and DC drive systems, types of batteries, selecting the right chassis, transmission adapter housing design, and handling chargers and controllers. (CSU)

### **AUTO 292B: Electric and Hybrid Vehicle Design and Maintenance Troubleshooting**

3.0 Units. 2.5 lecture and 1.5 lab hrs/wk. No prerequisite. May be taken as AUTO 292B or ELEC 292B; credit awarded for only one course.

This course covers the maintenance and design of hybrid and electric vehicles, guiding students through the complete process of understanding car design, and introducing the troubleshooting of hybrids and high-voltage electric cars. (CSU)



### **AUTO 292C: Electric and Hybrid Vehicle Design and Maintenance Repair**

3.0 Units. 2.5 lecture and 1.5 lab hrs/wk. No prerequisite. May be taken as AUTO 292C or ELEC 292C; credit awarded for only one course.

This course covers the maintenance and design of hybrid and electric vehicles, guiding students through the complete process of understanding car design, and introducing the troubleshooting of hybrids and high-voltage electric cars, and the repair techniques needed. (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  
Susan Rahman  
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, C-ID: SOCI 140

#### **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) AA/AS Area B, CSU Area D-7 or E

#### **BEHS 118: Drugs and Psychology**

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

This course introduces concepts, theories, and perspectives associated with the psychological, behavioral, and neurological analysis of drugs and alcohol. The definitions of various types of drug use, drug abuse, and drug dependence are addressed. The pharmacological/neurological 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 psychological perspective. (CSU/UC) CSU Area E

#### **BEHS 130: Race and Ethnicity**

3.0 Units. 3 lecture hrs/wk. No prerequisite. May be taken as BEHS 130 or SOC 130; credit awarded for only one course.

This course offers an in-depth examination of race and ethnicity in the United States. Specifically, students gain a greater understanding of the concepts of race and ethnicity and the historic and present-day implications of prejudice, discrimination, and racism in our society. Students examine various theories of racial and ethnic stratification, immigration and the assimilation process, new and changing ethno-racial identities, and dominant-minority group interactions. (CSU/UC) AA/AS Area B, CSU Area D, IGETC Area 4

#### **BEHS 205: Introduction to Research Methods**

3.0 Units. 3 lecture hrs/wk. Prerequisite: SOC 110 or PSY 110 or ANTH 101 or ANTH 102. May be taken as BEHS 205, SOC 205, PSY 205, or ANTH 205; credit awarded for only one course.

This course introduces the methods, logic, and empirical and analytical strategies behavioral scientists use to study the social world. Students gain knowledge of and practical experience in the scientific method, evaluation of evidence, and the various components of the research design and development process. Key topics include qualitative and quantitative modes of inquiry, formulating a research question, constructing and operationalizing variables, developing and testing hypotheses, ethics of research, and developing a study design and methodology. (CSU/UC) CSU Area D, IGETC Area 4

#### **BEHS 223: Gender and Society**

3.0 Units. 3 lecture hrs/wk. No prerequisite. May be taken as BEHS 223 or SOC 223; credit awarded for only one course.

This course examines the ways in which social constructions of gender both influence and are influenced by the cultural organization of and individual expressions of sexuality. The course explores the intersections among sexuality, culture, gender, and the body, and examines a variety of sexualities and emphasizes the multifaceted nature of power, privilege, and oppression. (CSU/UC) AA/AS Area B, CSU Area D, IGETC Area 4

#### **BEHS 252: Seminar and Fieldwork Experience**

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

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

#### **BEHS 252AB: Service Learning: Seminar & Fieldwork Experience**

3.0 Units each. 1.5 lecture and 4.5 TBA hrs/wk. Prerequisite: PSY 110, 112 or 114, or SOC 110 or BEHS 118, or concurrent enrollment. May be taken as BEHS 252AB or PSY 252AB; credit awarded for only one course.

These courses offer students the opportunity for placement in a local community service agency. 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. Students identify how their work in the community contributes to the overall society in an effort to create a more globally minded citizenry. New placements learn about the agency's services, and to begin to apply psychological and sociological principles, theories, and concepts, while ongoing placements refine and strengthen their application of those principles, theories, and concepts. In weekly topical seminars, based on trending/current events and student placements, students both process their placement experiences and apply theory to practice. (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, Horticulturist, 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

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

### A.S. IN BIOLOGY

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

Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the associate degree. While students may take classes at both campuses, courses required for the major are offered at the Kentfield Campus.

**All students should consult a counselor.**

REQUIREMENTS				UNITS
BIOL	112A	Majors' Biology: Animals, Protozoa, Evolution and Classification		5
BIOL	112B	Majors' Biology: Plants, Algae, Fungi, and Ecology		5
BIOL	112C	Majors' Biology: Molecules, Cells, Prokaryotes and Genetics		5
<b>And</b>				
CHEM	115	Survey of Organic and Biochemistry		4
<b>Or</b>				
CHEM	131	General Chemistry I		5
<b>And</b>				
CHEM	132	General Chemistry II		5

MATH	104	Plane Trigonometry	3
PHYS	108A	General Physics I	4
PHYS	108B	General Physics II	4

### TOTAL MAJOR UNITS 30-36

Upon successful completion of this degree, students will be able to:

- Demonstrate basic understanding of the major areas of modern biology, at levels of organization ranging from molecules to the biosphere.
- Explain how important observations, hypotheses, experiments and revisions of theory have led to our modern understanding in these areas.
- Analyze critically current biological information in articles, news reports and other forms in the print and electronic media.
- Use procedures and equipment essential to modern biological research in the laboratory and the field.

### 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	101	Field Biology		3
BIOL	110	Introduction to Biology		3
BIOL	161	Field Botany		3
BIOL	162	General Ecology		3
BIOL	235	General Marine Biology		4
GEOG	112	Meteorology and Climatology		3
GEOL	120	Physical Geology		3
GEOL	120L	Physical Geology Laboratory		1

#### Select one field course from the following:

BIOL	237	Marine Ecology Field Studies	2
BIOL	244A	Alaska Field Studies	3
BIOL	244B	Greater Yellowstone Ecosystem Field Studies	1.5

#### Select one field course from the following:

GEOL	125	Field Geology I	2.5
GEOL	126	Field Geology II	2
GEOL	128	Geologic Studies of Point Reyes and the San Andreas Fault	2

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

BIOL/ENVS	143	Stewardship of 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	171	Biology of Marine Mammals	3

### TOTAL CERTIFICATE UNITS MINIMUM OF 32.5

Upon successful completion of this certificate, students will be able to:

- Describe the major components of local ecosystems and explain their interrelationships.
- Use available resources and accepted procedures to identify species of living things, types of rocks and minerals and important

meteorological phenomena, as well their origins and places in the local environment.

- Predict likely changes to local communities and ecosystems under different conditions.

### Environmental Science Skills Certificate

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, 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.

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
<b>Or</b>			
GEOL 120	Physical Geology		3
<b>Or</b>			
GEOG 101	Physical Environment		3
BIOL/GEOL 142	Environmental Policy and Decision-Making		3
<b>Or</b>			
BIOL/GEOL 145	Ethics in Science		3
<b>Or</b>			
GEOG 102	Human Environment		3
BIOL 143	Stewardship of Marin Parks and Open Spaces		4
<b>Or</b>			
BIOL 147	Food, People, Health, and the Environment		4
<b>Or</b>			
BIOL 148	Marin County Agriculture		3
<b>TOTAL CERTIFICATE UNITS</b>			<b>16-17</b>

## 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 107: Human Biology

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

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

### BIOL 108A: Human Sexuality

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

This survey course covers human sexuality from a cross-disciplinary approach, examining sexuality from physiological, anatomical, behavioral, and cross-cultural perspectives. Topics include conception, fetal development, labor and birth, puberty, menstruation, sexual intercourse, menopause, sexually transmitted diseases, sexual variations, masturbation, contraception, anatomy, hormones, medical disorders, pornography, relationships, sexuality and current trends in the research of sexual behavior. (CSU/UC) AA/AS Area A, CSU Area D-7 or E, IGETC Area 4G, C-ID: SOCI 140

### 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. Prerequisites: ENGL 98 or 98SL or English Placement Test or equivalent and Math 95 or 95B or 95Y or sufficient score on Math Assessment Test or equivalent. 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. Prerequisites: ENGL 98 or 98SL or English Placement Test or equivalent and Math 95 or 95B or 95Y or sufficient score on Math Assessment Test or equivalent. Advisory: BIOL 110 or concurrent enrollment. May require field trips to local destinations.

A hands-on course designed to develop basic laboratory skills and techniques and to illustrate basic biological concepts and principles for majors and non-majors. Essential skills include use of lab and field equipment and recording and interpretation of observations. Subjects in ecology, evolution, genetics, anatomy, physiology, cell biology and molecular biology are investigated through observations and experiments in the laboratory and in the field. Sequence of topics is synchronized with that of BIOL 110. (CSU/UC) AA/AS Area A, CSU Area B-2 or B-3, IGETC Area 5C

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

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

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. Students engage in experimental design and analysis. (CSU/UC) AA/AS Area A, CSU Area B-2 and B-3, IGETC Area 5B and 5C, C-ID: BIOL 130

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

5.0 Units. 3 lecture and 6 lab hrs/wk. Prerequisites: BIOL 110 and 110L, and Math 103 or 103AB or 103XY or satisfactory score on Math Assessment Test. Advisory: 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, C-ID: BIOL 130

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

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

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, C-ID: BIOL 190

### **BIOL 113: Introduction to Biotechnology**

2.0 Units. 1 lecture and 3 lab hrs/wk. Prerequisites: BIOL 110 and 110L.

This course provides a foundation in biotechnology concepts and techniques. Students become familiar with current biotechnology and molecular biology techniques, and learn to efficiently design and analyze experiments, accurately interpret scientific data, effectively communicate their knowledge, and understand the impact scientific discoveries have on the population and the environment. Students practice laboratory calculations and proper scientific documentation in laboratory notebooks. (CSU/UC) AA/AS Area A, CSU Area B-3

### **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, C-ID: BIOL 110

### **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 ENV 138; credit awarded for only one course.

This science-based course takes an interdisciplinary approach to understanding the environmental crisis that confronts us all. Discussions focus on understanding ecosystem services, how humans interfere with earth's life support systems, and how to deal with the environmental problems we face. Field studies may include visits to restoration projects, local ecosystems, and local environmental conferences. (CSU/UC) AA/AS Area A, CSU Area B-1 or B-2 & B-3, IGETC Area 5A or 5B or 5C

### **BIOL 140: Environmental Field Techniques**

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

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

**BIOL 141: Global Climate Change: Science, Impact and Solutions**

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as BIOL 141, ENVS 141, or GEOG 141; credit awarded for only one course. This course introduces scientific, ecological, and economic issues underlying the threat of global climate change. It also develops an integrated approach to analysis of climate change processes, and an assessment of proposed policy measures to develop solutions. (CSU/UC) AA/AS Area A, CSU Area B-2

**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. Appropriate for both science majors and non-majors. (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) AA/AS Area A, 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.

An introduction to the natural history, ecology, and behavior of reptiles and amphibians, emphasizing reptiles and amphibians of Western North America, techniques in studying reptiles, and field observation. Field explorations are used in understanding herpetology concepts in relation to survival strategies. (CSU)

**BIOL 169A: Introduction to Ornithology A**

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

This science-based course takes a field oriented approach to understanding the biology of birds, including bird form and function, anatomy, physiology, flight mechanics and migration. Visits to local wildlife refuges, lagoons, lakes, shorelines and forests to learn to identify and observe migrating shorebirds and raptors and wintering waterfowl. This fall course concentrates on migratory species and wintering waterfowl. (CSU/UC) 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 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 or B-3, IGETC Area 5B and 5C, C-ID: BIOL 120/BIOL 115

**BIOL 235: General Marine Biology**

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

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



**BIOL 237: Marine Ecology Field Studies**

2.0 Units. No prerequisite. Sixteen lecture and 48 laboratory hours during a 9-day field trip.

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

**BIOL 240: Microbiology**

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

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

**BIOL 244A: Alaska Field Studies**

3.0 Units. Repeat: 2. No prerequisite. Two-week field trip; 50 hours per week plus six hours of pre-trip lecture.

A two-week field investigation of the Kenai Peninsula, interior and far north of Alaska. This area is biologically significant for its great abundance and diversity of mammal and bird life. The class explores various ecosystems, from coastal forests to arctic tundra. Participants should be in good physical condition and be able to withstand rigorous, unpleasant conditions. A nonobligatory ground transportation fee of \$300 is requested; participants pay for their own airfare and food. (CSU)

**BIOL 244B: Greater Yellowstone Ecosystem Field Studies**

1.5 Units. Repeat: 1. No prerequisite. One-week field trip; 50 hours per week plus 6 hours of pre-trip lecture.

A one-week field investigation of the Greater Yellowstone ecosystem. This area is biologically significant for its great abundance and diversity of mammal, bird and microbial life. The class explores various ecosystems, from interior forests to riparian wetlands. Emphasis is on wolf reintroduction, fire ecology and thermophilic microbes. A nonobligatory ground transportation fee of \$150 is requested; participants pay for their own food, camp and park fees. (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

## BUSINESS

The general business curriculum provides students with skills and knowledge for employment in a variety of business related occupations, and/or the tools necessary to start their own business. The curriculum provides the opportunity to develop communication, interpersonal, leadership, and teamwork skills along with a solid understanding of the contemporary global business environment. Major requirements provide a strong foundation in business, and the program allows for flexibility in the elective offerings.

**Career Options**

For the general business student, career options include, but are not limited to: Administrative Assistant, Banking Services, Bookkeeper, Computer Operations, Entry-level Financial Services, Franchise Business Owner, Purchasing Agent, Small Business Owner/Manager

**Faculty**

Christine Li, Norman Pacula, Nancy Willet

Department Phone: 415-485-9610

## A.S.-T. IN BUSINESS ADMINISTRATION

**Associate in Science in Business Administration for Transfer degree (AS-T)**

This degree is primarily intended for the student who wants to earn a degree on the way to transferring to a California State University.

**To complete the Associate in Science in Business Administration for Transfer degree (AS-T), a student must:**

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. Up to 12 units may be double-counted.
2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”
3. Obtain a minimum grade point average of 2.0.

REQUIREMENTS			UNITS
Required Core Courses			
BUS	107	Business Law	3
BUS	112	Financial Accounting	4
BUS	113	Managerial Accounting	5
ECON	101	Principles of Macroeconomics	3
ECON	102	Principles of Microeconomics	3



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

MATH	115	Probability and Statistics	4
<b>Or</b>			
STAT	115	Introduction to Statistics	4
MATH	121	Calculus I with Applications	3

**List B - select both courses, or any course from List A not already used,****for a total of 6 units:**

BUS	101	Introduction to Business	3
CIS	110	Introduction to Computer Information Systems	3

**TOTAL MAJOR UNITS 27-28**

Upon successful completion of this degree, students will be able to:

- Demonstrate an understanding of the complex nature of business in a diverse global economy by integrating knowledge of the elements of American business and economic principles including accounting, finance, management, marketing, and human relations in organizations.
- Demonstrate the ability to apply theory, critical thinking, and analytical skills to practical issues and problems that decision-makers in the field of business are likely to face.
- Reflect appropriate leadership traits and teamwork skills during group activities and collaborative projects conducted and/or initiated by the instructor.
- Demonstrate the ability to identify ethical issues in various business situations, and articulate a thoughtful position in response to those issues.

**A.S. IN BUSINESS, GENERAL***(Certificate of Achievement also awarded)*

An Associate in Science degree is awarded for satisfactory completion of all program requirements, as well as completion of College of Marin's general education and graduation requirements. A Certificate of Achievement is awarded for the satisfactory completion of the program requirements. Note that this degree will satisfy general education requirements at College of Marin but may not satisfy all general education requirements for transfer to a CSU or UC campus, and is not intended for students transferring to a four-year institution.

Students should meet with a counselor to identify required courses and to develop a written educational plan for the specific degree or certificate they wish to earn. 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. **All students should consult a counselor.**

**REQUIREMENTS UNITS****Required Core Courses**

BUS	101	Introduction to Business	3
BUS	112	Financial Accounting	4
BUS	124	Marketing	3
BUS	150	Supervision and Management	3
CIS	110	Introduction to Computer Information Systems	3

**TOTAL CORE UNITS****16****Electives (9 units minimum)**

BUS	107	Business Law	3
BUS	108	Introduction to International Business	3
BUS	113	Managerial Accounting	5
BUS	115	Computer Accounting with Quickbooks	3
BUS	121	Entrepreneurship	3

BUS	129	The Art of Selling	3
BUS	132	Human Resource Management	3
BUS	134	Human Relations in Business	3
BUS	144	Business Communication	3
BUS	152	Project Management	3
BUS	155	Introduction to Hospitality Management	3
BUS	156	Hospitality Law	3
BUS	160	E-Commerce and Online Business	3
BUS	161	Social Media for Business	3
BUS	162	Small Business Management	3
BUS	163	Personal Finance	3
CIS	118	Introduction to MS Excel Spreadsheet Design	1.5

**And**

CIS	128	Intermediate MS Excel Spreadsheet Design	1.5
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**Or**

CIS	171	Introduction to Spreadsheet Design Using MS Excel	3
ECON	101	Principles of Macroeconomics	3
ECON	102	Principles of Microeconomics	3
COMM	103	Public Speaking	3
STAT	115	Introduction to Statistics	4

**Or**

MATH	115	Probability and Statistics	4
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**TOTAL MAJOR UNITS 25**

Upon successful completion of this degree or certificate, students will be able to:

- Identify and explain the major functional areas of business organizations including management, marketing, finance and accounting.
- Develop leadership skills that are effective in managing a multicultural workforce.
- Analyze practical business problems and utilize research and critical thinking to evaluate and recommend alternative solutions.
- Apply accounting principles and concepts in making decisions about business operations.
- Communicate effectively verbally and in writing in various business settings.

**CERTIFICATE OF ACHIEVEMENT IN APPLIED ACCOUNTING, OCCUPATIONAL**

This program provides training for entry-level bookkeepers, as well as individuals with bookkeeping experience who wish to gain a better conceptual background in accounting and finance.

The Certificate is awarded for the satisfactory completion of the core requirements plus an additional 3 units from the listed electives. **All students should consult a counselor.**

**REQUIREMENTS UNITS**

BUS	101	Introduction to Business	3
BUS	112	Financial Accounting	4
BUS	113	Managerial Accounting	5
BUS	115	Applied Computer Accounting	3
CIS	110	Introduction to Computer Information Systems	3
CIS	171	Applied Spreadsheet Design	3

**TOTAL CORE UNITS****21****Electives (3 units minimum)**

BUS	124	Marketing	3
BUS	107	Business Law	3

BUS	144	Business Communication	3
BUS	150	Supervision and Management	3
ECON	101	Principles of Macroeconomics	3
ECON	102	Principles of Microeconomics	3

#### **TOTAL CERTIFICATE UNITS 24**

Upon successful completion of this certificate, students will be able to:

- Perform duties typically assigned to an entry level bookkeeper in a business or non-profit organization, including recording business transactions, making routine adjusting entries, and performing period-end close procedures.
- Prepare financial statements and perform basic analyses on a company's profitability, liquidity, solvency, and operation efficiency.
- Understand the cost flow in traditional product costing systems and prepare related accounting records and reports.
- Prepare simple budget and variance analysis to support management decisions.
- Utilize computer-based software (such as QuickBooks) to maintain accounting records.

#### **Skills Certificate in Business Management and Supervision**

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

REQUIREMENTS			UNITS
BUS	101	Introduction to Business	3
BUS	144	Business Communication	3
BUS	150	Supervision and Management	3
<b>TOTAL CERTIFICATE UNITS</b>			<b>9</b>

### **BUSINESS COURSES (BUS)**

#### **BUS 101: Introduction to Business**

3.0 Units. 3 lecture 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. (CSU/UC) AA/AS Area B, CSU Area D-7, C-ID: BUS 110

#### **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), C-ID: BUS 120

#### **BUS 110: Law and Society**

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: ENGL 150 or equivalent.

Introduction to the American legal system, including theoretical and practical perspectives on the relationship of law to individuals and to society. Includes the U.S. Constitution, criminal law system, civil dispute resolution, consumer rights, interpersonal and property rights, and the law of the workplace. This course is also known as "Street Law." (CSU)

#### **BUS 111: International Business Law**

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

Introduces the legal environment of international commerce, including a study of the forms of international business, multinational enterprises, trade in goods and services, and dispute settlement. (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), C-ID: ACCT 110

#### **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), C-ID: ACCT 120

#### **BUS 114: Introduction to Quickbooks**

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 115: Applied Computer Accounting**

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: BUS 112.

A first course in the operation of computerized accounting software, designed for business entrepreneurs who will be using a computerized accounting system in their business as well as students training to be professional accountants. Subjects include overview of software, setting up a company, entering and paying bills, working with lists, setting up and managing inventory, invoicing customers and receiving payment, processing banking-related transactions and preparing

bank reconciliations, preparing a budget, processing payroll, and preparation of reports and graphs. (CSU)

**BUS 121: Entrepreneurship**

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

This course explores the entrepreneur's mindset, covering the process of successfully launching, managing, and growing new business ventures, emphasizing opportunity recognition and feasibility analysis. Topics include developing an effective business model, protecting intellectual property, and financing. Students get hands-on experience by designing their own entrepreneurial firm and developing a business plan. (CSU)

**BUS 124: Marketing**

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

This introductory course on the vital business area of marketing is open to all students. Topics include marketing's role in society, the market structure, channels of distribution, retail institutions, product development, packaging, pricing, and promotion. (CSU)

**BUS 127: Business Plan for the Entrepreneur**

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

Development and presentation of a realistic and ready-to-implement business plan. Components include a business concept, industry and market analysis, a marketing and organizational plan, operations plan, funding plan, and financial projections. (CSU)

**BUS 128: Entrepreneurship & Sustainability**

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

Practical projects and activities to increase profitability and efficiency by becoming more socially and environmentally responsible, and responding to changing cultural, economic, competitive, and legal imperatives embedded within the "green" initiatives. (CSU)

**BUS 129: The Art of Selling**

3.0 Units. 3 lecture 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. Other phases of the selling process are also emphasized including sales strategies, techniques, settings, and skill development in product knowledge, customer analysis, prospecting, and closing the sale. (CSU)

**BUS 132: Human Resource Management**

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

This introductory course gives employers and employees an overview of the various functions within the human resource management field. Topics include the scope of human resource management, employee advocacy, employment law, recruiting, training, employee development, performance management, compensation and benefits programs, managing diversity and global operations, collective bargaining, and using human resources as a competitive advantage. (CSU)

**BUS 134: Human Relations in Business**

3.0 Units. 3 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, including self-awareness, communication, motivation, and conflict resolution, from psycho-

logical, sociological, and physiological perspectives. It emphasizes interpersonal skills that promote personal and professional success in a culturally diverse, global, and high-tech business environment such as the identification of values, ethics, teamwork, and leadership-skill development. It also examines strategies that can be utilized to attain physical and emotional well-being within the workplace. (CSU)

**BUS 144: Business Communication**

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 150 or equivalent.

This course applies the principles of ethical and effective communication to the creation of letters, memos, emails, and written and oral reports for a variety of business situations. It emphasizes planning, organizing, composing, and revising business documents using word processing software for written documents and presentation-graphics software to create and deliver professional-level oral reports. The course is designed for students who already have college-level writing skills. (CSU), C-ID: BUS 115

**BUS 150: Supervision and Management**

3.0 units. 3 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 152: Project Management**

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

This course introduces the fundamental principles of contemporary project management in personal and professional environments. The course covers the principles and methods necessary to create an effective plan and schedule for a project; the techniques to monitor, control, and measure performance of the project once it is underway; and the competing demands of time, scope, and resources. (CSU)

**BUS 155: Introduction to Hospitality Management**

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

This course covers the history, scope, and functions of the hospitality, food service, and tourism industries. It emphasizes basic management theories and principles as they apply to the industry. Topics include an overview of career opportunities, responsibilities, professionalism, and career ethics. Students may be required to visit various hospitality sites. (CSU)

**BUS 156: Hospitality Law**

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

This course introduces the laws and regulations applicable to the ownership and operation of inns, hotels, motels, resorts, restaurants, bars, and other hospitality businesses. The course provides practical knowledge of the law and the operation of the legal system, focusing on legal fundamentals for the hospitality industry, including negligence, relationships with guests, contracts, liability, and the sale of food and alcohol. The course also explores questions of ethics in hospitality management. (CSU)

**BUS 160: E-Commerce & Online Business**

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

This course teaches the principles and technologies involved in e-commerce and creating a Web presence for a small or medium-sized business. It addresses the needs of both online and traditional brick-and-mortar businesses, and provides students with a basic

working knowledge of how to sell products and services on the Web. It covers aspects of business and marketing planning, a survey of Web technologies, such as HTML, XHTML, HTML5 and CSS, use of digital media, building an online store, e-commerce security, electronic payment systems, international and legal issues, Search Engine Optimization (SEO), and current marketing trends. Students create a starter e-business Web site or improve an existing site that can be used for their business or to help them get a job in the field. (CSU)

### **BUS 161: Social Media for Business**

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

This course explores social media use from a business perspective. Students learn how to develop a social media strategy to promote business, build stronger customer relations, target a broad base or niche audience, and develop effective marketing and advertising techniques that enhance Web presence and coordinate a common message across multiple channels. Students explore historical development as well as emerging trends in Web applications and services that facilitate creativity, collaboration, and information sharing among users and businesses. (CSU)

### **BUS 162: Small Business Management**

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

This is an introductory course for students who want to start a new small business or who are involved in the ongoing management of an existing small business. It covers relevant functional areas such as marketing, finance and human resources, and topics unique to small businesses including family-owned businesses, franchises and applying for a Small Business Administration (SBA) loan. Students attain practical small business management experience by developing and designing their own small business and putting together a business plan. (CSU)

### **BUS 163: Personal Finance**

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

This course assists students in gaining the knowledge, tools, attitude, and skills needed to make informed lifelong financial decisions that empower their lives. Students explore the social, psychological, and physiological issues related to planning and managing a personal financial plan. Topics include goal-setting, budgeting, money management, taxes, savings, consumer credit, automobiles, housing, insurance, investment vehicles, retirement and estate planning, and the financial impact of marriage and divorce. (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**

Paul Daubenmire, Erik Dunmire, Patrick Kelly, Scott Serafin

Department Phone: 415-485-9510

### **Chemistry Prerequisite Recency Requirement**

To ensure student success, certain chemistry and physics courses have 5-year prerequisite recency requirements. The chemistry prerequisites for CHEM 131, 132, 132E, 231, 232 and 232E and the physics prerequisites for PHYS 108B, 207B and 207C must have been successfully completed within the past 5 years. Students may challenge these recency requirements by taking a test, by arrangement with the Physical Sciences Department chairperson.

## **CHEMISTRY COURSES (CHEM)**

### **CHEM 105: Chemistry in the Human Environment**

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

A nonmathematical course for liberal arts and nonscience majors, exploring chemistry in relation to society. A general introduction and discussion of the development and manifestations of concepts of chemistry and their applications in our environment including living systems. Special considerations are given to current topics, environmental issues, energy production, nutrition, medicine, and consumer products. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A, C-ID: CHEM 100

### **CHEM 105L: Chemistry in the Human Environment: Laboratory**

1.0 Unit. 3 lab hrs/wk. Prerequisite: CHEM 105 or concurrent enrollment.

A laboratory-demonstration course designed to illustrate and exercise the basic chemistry concepts presented in CHEM 105. Students explore the significance of chemistry concepts to consumer, health and environmental themes through tangible laboratory experiments. Satisfies the general education requirement in physical sciences with a laboratory component. (CSU/UC) AA/AS Area A, CSU Area B-1 and 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 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, pre-optometry, some pre-dental 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 non-science majors. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A and 5C

### **CHEM 131: General Chemistry I**

5.0 Units. 3 lecture and 6 lab hrs/wk. Prerequisites: CHEM 114 or satisfactory score on Chemistry Placement Test, and Math 103 or 103AB or 103XY or satisfactory score on Math Assessment Test. The chemistry prerequisite must have been completed within the past 5 years.

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, C-ID: CHEM 110

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

5.0 Units. 4 lecture and 3 lab hrs/wk. Prerequisite: CHEM 131. The prerequisite must have been completed within the past 5 years.

A continuation of CHEM 131 emphasizing kinetics, thermodynamics, aqueous solution equilibria, electrochemistry, and selected topics from nuclear chemistry, descriptive inorganic chemistry, materials, metals and coordination compounds. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A and 5C, C-ID: CHEM 120

### **CHEM 132E: General Chemistry II, Lecture Only**

3.0 Units. 3 lecture hrs/wk. Prerequisite: CHEM 131. The prerequisite must have been completed within the past 5 years.

Lecture material of Chemistry 132 for those engineering and science majors who need eight units (one year) of general chemistry but only one semester of lab. Bioengineering and chemical engineering majors should enroll in Chemistry 132. Not open to those who have had Chemistry 132. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

### **CHEM 231: Organic Chemistry I**

5.0 Units. 3 lecture and 6 lab hrs/wk. Prerequisite: CHEM 132. The prerequisite must have been completed within the past 5 years.

The first semester of the one-year intensive organic chemistry sequence for students majoring in chemistry, environmental science, biochemistry, chemical engineering, cell and molecular biology, and related fields; and for students satisfying premedical, pre-dental, and other health science prerequisites. The study of fundamental topics, including structure, function, stereochemistry, nomenclature, reactions, mechanisms and multistep synthesis of organic compounds. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A, C-ID: CHEM 150

### **CHEM 232: Organic Chemistry II**

5.0 Units. 3 lecture and 6 lab hrs/wk. Prerequisite: CHEM 231. The prerequisite must have been completed within the past 5 years.

The second semester of the one-year organic chemistry course including laboratory for students majoring in chemistry, biochemistry, and most premedical and pre-dental curricula. Students who need only eight units of organic chemistry, see CHEM 232E. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A and 5C, C-ID: CHEM 160

### **CHEM 232E: Organic Chemistry II, Lecture Only**

3.0 Units. 3 lecture hrs/wk. Prerequisite: CHEM 231. The prerequisite must have been completed within the past 5 years.

The second semester of the one-year organic chemistry course without laboratory for those who need a total of eight units, such as some biology, environmental science, health, and chemical engineering majors. The material is taught from a mechanistic approach, focusing on reactivity and multi-step synthesis, as well as classical and cutting-edge analysis of organic compounds including NMR, IR, GC/MS and UV/Vis spectroscopy. (CSU/UC) AA/AS Area A, 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: 415-485-9480

### **Policy Statement Regarding Sequence of Enrollment in Chinese 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 101: Elementary Chinese Mandarin I

4.0 Units. 4 lecture 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

4.0 Units. 4 lecture 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 for travelers and those doing business in China. Oral practice in speaking and understanding Chinese through audiovisual packages related to daily working environment and life. Topics include everyday conversation among in-groups (husband-wife, friend-friend, among the family), everyday conversation between out-groups (superior-inferior, between unknowns), nonverbal communication, and culturally correct Chinese conversation. (CSU)

### CHIN 112: Conversational Chinese Mandarin II

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

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

## COLLEGE SKILLS

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

### Faculty

Rebecca Beal, Barbara Bonander, Patricia Frank, Karen Koenig, Cheo Massion, Sara McKinnon, Beth Patel, Alicia (Meg) Pasquel, Patricia Seery, Wendy L. Walsh, Blaze Woodlief

Department Phone: 415-485-9642

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

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

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

## CREDIT ENGLISH AS A SECOND LANGUAGE (ESL)

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

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

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

## ENGLISH SKILLS

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

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

## COMMUNICATION

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

The curriculum is designed to provide theory and skills for those who are interested in mass media, television and films, whether students' goals be transfer, professional, or self-enrichment.

### 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

Bonnie Borenstein, Colleen Mihal, Patricia O'Keefe

Department Phone: 415-485-9348

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

### Associate in Arts in Communication Studies for Transfer degree (AA-T)

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

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

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

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. Up to 12 units may be double-counted.
2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”
3. Obtain a minimum grade point average of 2.0.

REQUIREMENTS			UNITS
<b>Required Core Course (3 Units):</b>			
SPCH	122	Public Speaking	3
<b>Required Electives - select two courses (6 units):</b>			
SPCH	132	Argumentation and Persuasion	3
SPCH	120	Interpersonal Communication	3
SPCH	130	Small Group Communication	3
<b>Required Electives - select two courses (6 units):</b>			
SPCH	128	Intercultural Communication	3
SPCH	140	Oral Interpretation of Literature I	3
COMM	110	Introduction to Mass Communication and Media Literacy	3
<b>Required Electives - select one course (3-4 units):</b>			
JOUN	115	Reporting and Writing for Mainstream Media	3
ENGL	151	Reading and Composition 1B	4
<b>Or</b>			
ENGL	155	Critical Thinking and Composition	4
ANTH	102	Introduction to Cultural Anthropology	3
PSY	110	Introduction to Psychology	3
SOC	110	Introduction to Sociology	3

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

### TOTAL MAJOR UNITS

18-19

Upon successful completion of this degree, students will be able to demonstrate the following skills:

- Oral competency: Utilize different techniques to manage or minimize communication apprehension in a variety of contexts.
- Critical thinking: Understand that effective communicators adapt messages by evaluating language, culture, relationship, and context.
- Problem solving: Support claims with research from a variety of credible sources.

## A.S.-T. IN FILM, TELEVISION, AND ELECTRONIC MEDIA

### Film, Television, and Electronic Media for Transfer degree (AS-T)

The goal of the Associate in Science in Film, Television, and Electronic Media for Transfer Degree is to provide an efficient option for transfer to the California State University (CSU) from College of Marin in the Film, Television, and Electronic Media major. As one of the primary missions of the community college is transfer, this degree offers students an option in a high-demand major. The intent is for students to satisfy the lower-division major preparation and general education requirements before transfer. To complete the Associate in Science in Spanish for Transfer degree, a student must:

1. Complete 60 semester units\* or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”
3. Obtain a minimum grade point average of 2.0.

REQUIREMENTS			UNITS
<b>Required Core (6 units):</b>			
COMM	110	Introduction to Mass Communication and Media Literacy	3
COMM	111	Fundamentals of Media Writing: Information Creation/Gathering	3
<b>List A. Select one from each area (6 units)</b>			
<b>Area 1. Audio</b>			
COMM	156	Fundamentals of Audio Recording	3
COMM	155	On-Camera Performance and Reporting for Electronic Media	3
<b>Area 2. Video or Film Production</b>			
FILM	150	Digital Filmmaking - Single-Camera Production	3
COMM	154	Multi-Camera Production Techniques	4
COMM	157	Non-Linear Editing for Film, Video, and Electronic Media	3
<b>List B. Select any course not used in List A (3 units):</b>			
<b>List C. Select one (3 units)</b>			
COMM	116	Fundamentals of Desktop Journalism	3
COMM	158	Mariner TV, Digital Echo Times On-Air/Reporting/Publishing	3
COMM	159	Mariner TV, Digital Echo Times Production Team	3
<b>Total Major Units</b>			<b>18-19</b>
Maximum Units Double-Counted (IGETC/CSU-GE):			3 units/3 units
Required IGETC/CSU-GE Breadth:			37 units/39 units
Remaining CSU Transferable Electives (IGETC/CSU-GE):			7-8 units/5-6 units



**TOTAL DEGREE UNITS****60**

Upon successful completion of this degree, students will be able to:

- Analyze the social effects and role of the electronic media.
- Identify the structure, governance and trends in the electronic media industry.
- Practice ethical standards when creating media content.
- Effectively communicate using the electronic media through scriptwriting and production.
- Understand and apply fundamental electronic media production methods.

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

Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the associate degree. **All students should consult a counselor.**

REQUIREMENTS				UNITS
COMM	110	Introduction to Mass Communication and Media Literacy		3
FILM	150	Introduction to Film and Video Production		4
COMM	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:**

FILM/HUM	109A	History of Film: Beginning to 1950		4
FILM/HUM	109B	Analysis and History of Contemporary Media		3

**And three additional units from the following:**

JOUN	122	Newspaper and Media Production I		3
JOUN	123	Newspaper and Media Production II		3
SPCH	140	Oral Interpretation of Literature I		3
SPCH	155	On-Camera Performance/Reporting for Electronic Media		3

**TOTAL MAJOR UNITS****22-23**

Upon successful completion of this degree, students will be able to:

- Write a brief news story under deadline conditions for any text-based mass medium.
- Analyze the primary influences of dominant mass media on major cultural practices and social formations.
- Interpret media messages to create meanings based on personal experience.
- Recognize the influences of mass media on the construction of socio-cultural identity and behavior, in particular as they relate to the representations of race, class, and gender.
- Recognize the unique set of semiotic rules and conventions used by image-based media to construct messages.

## COMMUNICATION COURSES (COMM)

### COMM 100: Introduction to Communication & Speech

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

An interactive course focusing on presentational speaking, emphasizing building self-confidence through progressive performance experiences. Students provide written and oral feedback of peer performances in a collaborative group-based format. (CSU/UC) AA/AS Area E, CSU Area A-1, IGETC Area 1C

### COMM 101: 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 experiences. Through research and in-class oral presentations, students examine how human characteristics (e.g., gender, age, power, culture) and the communicative environment affect relationship development, emphasizing the study of the theory and practices of speech interaction in person-to-person settings. Concepts examined include perception, attraction, self-disclosure, listening, conflict management, and the patterns and stages in the development of interpersonal communication. Students are expected to demonstrate and apply skills through individual and group presentations and written reflections. (CSU/UC) AA/AS Area E, CSU Area A-1; IGETC Area 1C

### COMM 102: 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 understanding and improving human interaction in both domestic and international contexts. Students examine how their own cultural beliefs and values influence their perception in order to achieve more positive outcomes when communicating with individuals from diverse backgrounds and identities. The course draws from multiple perspectives, through lecture, discussion, reading, independent research, films, presentations, and written and oral assignments. (CSU/UC) AA/AS Area E, CSU Area D; IGETC Area 4

### COMM 103: Public Speaking

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

This introductory course in rhetoric and public address focuses on the creation and presentation of speeches that inform, persuade, inspire, and/or entertain. Emphasis is on analyzing the audience, adapting ideas and evidence in support of a thesis, developing language suitable to the occasion, applying ethical decision-making, 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

### COMM 104: Argumentation and Persuasion

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

This argumentation and debate theory course develops critical thinking skills through written and oral arguments. Students create arguments on current issues and enduring questions; advocacy positions include stock issues, philosophical perspectives, and impacts on changing the status quo. (CSU/UC) AA/AS Area E, CSU Area A-1; IGETC Area 1C

### COMM 105: Small Group Communication

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

This class offers practical experience in the techniques of leading and participating in small group discussion. Effective techniques such as speaking on panels, symposiums, problem solving groups, conflict resolution within small groups, and leadership skills and parliamentary procedures are covered. 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

### **COMM 106: Performance Studies**

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

This course introduces the field of performance studies through interpretation of aesthetic texts (oral interpretation of literature), emphasizing awareness and appreciation of prose, poetry, and dramatic interpretation. Students learn to convey meaning in the written word when it is read aloud for the listening pleasure of an audience. Recommended for communication and theatre arts majors. (CSU/UC)

### **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 are introduced to the tools of analyzing and interpreting how major mediated forms represent social reality in order to better comprehend the socio-cultural consequences and influence of those representations. Designed for Mass Communications majors, general education, career exploration, and consumer understanding of the interactions between mass media and culture. (CSU/UC) AA/AS Area B, CSU Area D-7, IGETC Area 4G

### **COMM 111: Fundamentals of Media Writing: Information Creation and Gathering**

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

This seminar introduces the principles, concepts and best practices of information creation and gathering for media, focusing on the development of the critical thinking skills needed to create, find and research information, and how to shape information for presentation in various media environments and formats. (CSU)

### **COMM 116: Fundamentals of Desktop Journalism**

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

This course introduces the fundamentals of desktop journalism. Students develop the basic skills of desktop journalism reporting, writing, and editing for the internet and new media outlets, and practice the entire news process from story ideation, identification of sources, research and reporting, writing, revising, and editing for multiple digital and new media formats. (CSU)

### **COMM 154: Multi-Camera Production Techniques**

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

In this project-based course, students learn the theory, process, and techniques used in multi-camera studio video productions by producing multi-camera television, video, and media projects. Areas of study include crew positions and responsibilities, preproduction planning, lighting, directing, control room operations, audio and multi-camera production techniques for interviews, news, and dramatic in-studio, location and real-time productions. (CSU)

### **COMM 155: On-Camera Performance and Reporting for Electronic Media**

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as COMM 155 or SPCH 155; credit awarded for only one course.

This course prepares students to communicate more effectively through the electronic media. Students explore how to articulate messages, vary pitch and volume to the text and context, pronounce words according to accepted standards, express thoughts and feelings with confidence, understand and interpret the meaning of a message, and communicate ideas from a variety of prompts. (CSU)

### **COMM 156: Fundamentals of Audio Recording**

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

In this workshop, students develop basic skills in sound recording for electronic media, including basic use of microphones, introduction to digital sound recording, audio aesthetics, techniques for recording good-quality sound for a variety of media, and fundamentals of non-linear sound editing. (CSU)

### **COMM 157: Non-Linear Editing for Film, Video and Electronic Media**

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

This course provides basic instruction in the theory and practical application of non-linear editing for film and video, using non-linear editing workstations such as Avid, Final Cut Pro, or Premiere. Students develop skills through project-based learning, hands-on practice, and arranging and manipulating images and sound in the process of media and electronic communication. (CSU)

### **COMM 158: Mariner TV, Digital Echo Times On-Air, Reporting and Publishing Group**

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

In this workshop, students work as on-air talent, reporters, writers, news producers, content publishers, and administrative staff to produce news, news magazines, features, sports events and contests, sports news and magazines, and non-fiction programming and projects with a journalism and electronic media emphasis. Programming is produced across multiple media platforms, including online, print, broadcast, and internet; the programs are distributed to the college and Marin community audiences. Students play a major role in the function, leadership and management of Mariner TV. (CSU)

### **COMM 159: Mariner TV, Digital Echo Times Production Team**

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

In this workshop, students work as producers, directors, writers, crew, and administrative staff to produce news, news magazines, features, sports events and contests, sports news and magazines, fiction and non-fiction programming, and projects with a journalism and electronic media emphasis. Programming is produced across multiple media platforms, including online, print, broadcast, and internet, and distributed to the college and Marin community audiences. Students play a major role in the function, leadership and management of Mariner TV. (CSU)

## 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 B 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, A. Joe Ritchie  
Department Phone: 415-485-9610

### 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

(Certificate of Achievement also awarded. Skills Certificates in Microsoft Office Database Specialist and Microsoft Office Specialist are also awarded.)

Study in the field of Computer Information Systems is designed to prepare students for entry-level positions in the business information systems field. In addition to the core courses, students select one or more CIS/BOS (Business Office Systems) elective courses which enhance their understanding of particular areas of interest.

The Associate in Science degree is awarded for completion of all requirements in the core program (18 units) and a minimum of an additional 3 units of elective CIS/BOS courses, as well as completion of general education and graduation requirements.

A Certificate of Achievement is awarded for completion of the core program (18 units) plus an additional 3 units selected from the list of CIS/BOS elective courses.

A Skills Certificate is earned by satisfactory completion of the required courses as listed for the specific Skills Certificate. **All students should consult a counselor.**

REQUIREMENTS			UNITS
<b>Core Program (13.5 Units):</b>			
CIS	102	Beginning MS Word	1.5
CIS	103	Intermediate MS Word	1.5
CIS	110	Introduction to Computer Information Systems	3
CIS	113	MS PowerPoint Presentations and Publications	1.5
CIS	117	Introduction to MS Access Database Design	1.5
CIS	118	Introduction to MS Excel Spreadsheet Design	1.5
CIS	127	Intermediate MS Access Database Design	1.5
CIS	128	Intermediate MS Excel Spreadsheet Design	1.5
<b>Electives (select a minimum of 7.5 units)</b>			
CIS	100	Computer Keyboarding	1
CIS	101	Introduction to Personal Computers and Operating Systems	1.5
CIS	111	Google Apps for Business and Personal Use	2
CIS	120	IT Essentials: PC Hardware and Software	4
CIS	126	Introduction to Windows	1.5
CIS	137	Advanced Database Design	1.5
CIS	141	Introduction to HTML Programming	1.5
CIS	142	Intermediate HTML and Scripting	1.5
CIS	155A	Systems and Network Administration	3
CIS	160	Introduction to Information Systems Security	3
CIS	215	Visual BASIC Programming	3.5
CIS	237	SQL Programming	1.5
CIS	275	Networking Fundamentals and Practices	3

### TOTAL MAJOR UNITS

### MINIMUM OF 21

Upon successful completion of this degree or certificate, students will be able to:

- Perform the duties typically assigned an entry-level computer programmer position in a business or non-profit organization.
- Use object oriented programming, database, and Web programming software to support business information needs.
- Analyze a problem, and identify and define the computing requirements appropriate to its solution.
- Design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs.
- Use best practices and standards to integrate computer-based solutions into the user environment, with particular concern for systems and data security and integrity.

### Skills Certificates

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

### Microsoft Office Database Specialist Skills Certificate

REQUIREMENTS			UNITS
CIS	172	Applied Database Design Using MS Access	3
<b>Or</b>			
CIS	117	Introduction to MS Access Database Design	1.5
<b>And</b>			
CIS	127	Intermediate MS Access Database Design	1.5
CIS	137	Advanced Database Design	1.5
CIS	237	SQL Programming	1.5
<b>TOTAL CERTIFICATE UNITS</b>			<b>6</b>

**Microsoft Office Specialist Skills Certificate**

REQUIREMENTS			UNITS
CIS	102	Beginning MS Word	1.5
CIS	103	Intermediate MS Word	1.5
CIS	113	MS PowerPoint Presentations and Publications	1.5
CIS	117	Introduction to MS Access Database Design	1.5
CIS	118	Introduction to MS Excel Spreadsheet Design	1.5
CIS	127	Intermediate MS Access Database Design	1.5
CIS	128	Intermediate MS Excel Spreadsheet Design	1.5
<b>TOTAL CERTIFICATE UNITS</b>			<b>10.5</b>

**COMPUTER INFORMATION SYSTEMS COURSES (CIS)****CIS 100: Computer Keyboarding**

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

This course is recommended for any student needing to acquire alphabetic and numeric keyboarding skills for computer and course-work. Students learn how to keyboard by touch at a minimum speed of 20 words per minute. (CSU)

**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 102: Beginning MS Word**

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

This beginning 8-week 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. Students are shown how to integrate Word documents with other office programs. (CSU)

**CIS 103: Intermediate MS Word**

1.5 Units. 2 lecture and 3 lab hrs/wk for 8 weeks. No prerequisite. Advisory: CIS 102.

This 8-week Microsoft Word course develops competency in using Word's intermediate to advanced features. Students create, format, edit, save, and print a variety of business and personal-use documents. (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. The course is of interest to students in social sciences, humanities, career technical education, and business. (CSU/UC) C-ID: ITIS 120/BUS 140

**CIS 111: Google Apps for Business and Personal Use**

2.0 Units. 2 lecture hrs/wk. No prerequisite.

Students learn how to use Google Apps, a collection of free Web-based productivity tools, in a business environment. Topics include Google Search, Gmail, Google Calendar, Google Docs, Google Sheets, Google Slides, and emerging trends in Google Apps. Students use the internet to access their files and tools, and to collaborate with the instructor and other students. (CSU)

**CIS 113: MS PowerPoint Presentations and Publications**

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

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 MS Access Database Design**

1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: CIS 101 or 110.

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 MS Excel Spreadsheet Design**

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 120: IT Essentials: PC Hardware and Software**

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

This course introduces computer hardware and software as well as operating systems, networking concepts, mobile devices, IT security, and troubleshooting. The online course materials assist students in developing the skills necessary to work as a technician in the field of IT. Preparation for CompTIA's A+ certification exam is included. (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 MS Access Database Design**

1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: 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, and produce custom reports. (CSU)

**CIS 128: Intermediate MS Excel 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.

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.

In this beginning class, students learn the basics of website design using Hypertext Markup Language (HTML). Additionally, students upload/download pages using FTP, and test or critique pages using a browser (like Firefox, Google Chrome, Safari, or Internet Explorer). The class focuses on providing the HTML foundation for future web design classes. Emphasizes the creation of basic HTML web pages linked in a simple web site configuration that presents hyperlinks, images, tables, lists, and other basic HTML building blocks. (CSU)

**CIS 142: Intermediate HTML and Scripting**

1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: CIS 110 and 141.

In this continuation of CIS 141, students build on their knowledge of HTML and develop a foundation in client-side programming using JavaScript. Additionally, students are exposed to a number of tools used in web design to enhance the functionality of their web projects, including use of CSS for page formatting, Dynamic HTML to create animated content, implementing pre-built JAVA applets in a web page, and an introduction to Server Side Instruction (SSI). (CSU)

**CIS 155A: Systems and Network Administration**

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: CIS 275.

This course provides the knowledge and skills required to build, maintain, troubleshoot, and support server and workstation hardware and software technologies. Students learn to identify environmental issues; understand and comply with disaster recovery and physical/software security procedures; become familiar with industry terminology and concepts; and understand server and workstation roles, specializations, and interactions within the overall computing environment. (CSU)

**CIS 160: Introduction to Information Systems Security**

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: CIS 275.

An introduction to the fundamental principles and topics of information technology security and risk management at the organizational level. It addresses hardware, software, processes, communications, applications, and policies and procedures with respect to organizational cybersecurity and risk management. (CSU)

**CIS 170: Windows OS for PC Users**

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

This course provides an introduction to hardware, operating systems, and application software environment of the personal computer running under Windows. Topics include Windows environment, menus, dialog boxes, folder management, explorer, disk maintenance and other Window tools. 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. (CSU)

**CIS 171: Applied Spreadsheet Design Using MS Excel**

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: CIS 110 or 170.

Students learn to use a personal computer spreadsheet software program to design, create, and manipulate worksheets to meet management, marketing, accounting, and other business needs. (CSU)

**CIS 172: Applied Database Design Using MS Access**

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: CIS 110 or 170.

In this course on the design and installation of a database for personal computers, students use the features of database software to implement database applications using development tools to integrate information from other applications, analyze data, utilize internet capabilities, include forms for data input and validation, and produce custom reports. (CSU)

**CIS 173: Applied Presentations and Publications**

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: CIS 110 or 170.

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 software packages that deal with layout, composition, typography, use of color and choice of various output media. (CSU)

**CIS 174: Applied Website Design**

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: CIS 170 or 110.

This course teaches the design and implementation of websites using Microsoft Expression Web. Students learn how a graphical website editor creates static and dynamic pages and controls site management. (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.NET 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)

**CIS 275: Networking Fundamentals and Practices**

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: CIS 170 or 110.

This course introduces the design of server-based networks, including virtual environments. By researching and developing a case study of a typical network, students explore and implement basic concepts of networks. Topics include LAN, WAN, MAN and wireless network hardware, network operating systems, virtualization and operating system imaging, cloud computing, and network applications. (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**

Mia Chia

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.

**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. Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the associate degree. 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. **All students should consult a counselor.**

REQUIREMENTS			UNITS
COMP	130	Introduction to Computer Programming Using C++	4
<b>Or</b>			
COMP	135	Introduction to Programming in JAVA	4
<b>Or</b>			
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	5
PHYS	207B	Electricity and Magnetism	5
<b>And one of the following advanced programming courses:</b>			
COMP	235	Advanced Programming in C++	4
COMP	232	Advanced Programming in JAVA	4
<b>TOTAL MAJOR UNITS</b>			<b>43</b>

Upon successful completion of this degree, students should be able to:

- Demonstrate a strong foundation in core computer science topics, both theoretical and applied.
- Develop an interdisciplinary vision with strong foundation in mathematics and physics.
- Apply knowledge of programming, mathematics, science, and engineering to real world problems.
- Design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs within realistic constraints.
- Analyze a problem using relevant data and identify and define the computing requirements appropriate to its solution.
- Apply design and development principles in the construction of software systems of varying complexity.

## COMPUTER SCIENCE COURSES (COMP)

**COMP 117: Discrete Mathematics**

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

A survey of topics including set theory, combinatorics, graph theory, algorithm, logic, Boolean algebra, formal languages, and probability theory. Recommended for mathematics majors and students



interested in engineering and applied fields. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2A, C-ID: COMP 152

### **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, C-ID: COMP 122/COMP 112

### **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, and exception handling. Object-oriented features are introduced, including classes, objects, inheritance, and parameter passing. (CSU/UC) AA/AS Area E, C-ID: COMP 122/COMP 112

### **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.

This course utilizes the MATLAB (or a functionally equivalent) software environment to provide students with a working knowledge of computer-based problem-solving methods relevant to science and engineering. It introduces the fundamentals of procedural programming, numerical analysis, and data structures, as well as elementary concepts of object-oriented programming. Examples and assignments in the course are drawn from practical applications in engineering, physics, and mathematics. (CSU/UC)

### **COMP 160: Computer Organization: An Assembly Language Perspective**

3.0 Units. 3 lecture hrs/wk. Prerequisite: COMP 130 or 135 or 150, or ENGG 150.

Computer architecture and techniques of assembly language programming as applied with Intel microprocessors. Topics include theory and concepts of virtual memory, pipelines, caches, and multitasking. IA-32 hardware architecture (bus, memory, stack, I/O, interrupts), design of structured assembly language code, arithmetic instructions, simple data transfer, input/output and disk processing concepts. (CSU/UC) AA/AS Area E, C-ID: COMP 142

### **COMP 220: Data Structures and Algorithms**

3.0 Units. 3 lecture hrs/wk. Prerequisite: COMP 130 or 135 or 150, or ENGG 150.

This is a follow-up computer science course after a high-level language programming course, such as C++ or JAVA. Data structures and their implementations as abstract data types are presented, including lists, stacks, queues, trees, graphs, heaps, and hash tables. An object-oriented approach is emphasized in software designs. The C++ STL framework will be introduced. (CSU/UC) AA/AS Area E, C-ID: COMP 132

### **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**

Shaila Arbona, Luz Briceno-Moreno, William Coley, Gina Cullen, Rinetta Early, Caitlin Escobar, Luna Finlayson, Bruce Furuya, Rachel Klein, Alexandra Magallanes-Rivera, Kristin Perrone, Byron Ramey, Karen Robinson, Troy Stevenson, Javier Urena

Department Phone: 415-485-9431

Disabled Students: 415-485-9406

## **COUNSELING COURSES (COUN)**

### **COUN 101: Educational Planning and Preparation**

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

This course provides College of Marin students with an introduction to campus services, programs, degree and transfer requirements, and college culture. Students develop an educational plan and learn strategies for success in college. (CSU) [May also be offered as a noncredit course; please see schedule of classes for more information.]

### **COUN 102: Educational Planning and Preparation for College**

1.0 Unit. 1 lecture hr/wk. No prerequisite.

This course introduces campus services, programs, degree and transfer requirements, and college culture. Students develop an educational plan and learn strategies for success in college. Topics include



goal setting, career/major exploration, college support services, and understanding college/university systems. (CSU)

### **COUN 105: Achieving Success in College**

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

This course assists students in developing both personal and academic management strategies essential to success in college. Topics include managing time, critical reading, improving test preparation, research strategies, learning styles, effective problem solving, and goal-setting. (CSU)

### **COUN 106: Achieving Success in Math**

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

This course helps students develop academic management strategies essential to success in college mathematics. Topics include managing time, critical reading of math problems, improving test preparation, math study strategies, learning styles, effective problem solving, college support services, and goal setting. (CSU)

### **COUN 110: Academic Success Strategies**

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

An overview of the concepts and significant factors that contribute to college transfer and college success, including social awareness, cultural identity, goal setting, study skills, career/major exploration, information competency, and college resources. Introduction to academic planning focused on the transfer institution. Focus on understanding college/university systems, and on the relationship of cultural experiences and college success. (CSU/UC)

### **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 hr/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 116: Transfer Success and Educational Planning**

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

The purpose of this course is to provide a global perspective about the transfer process to a four-year university that includes transfer exploration, transfer policies, academic requirements, transfer planning and processes, and available tools and services in support of transfer goals. Students have the opportunity to broaden their perspectives by examining the role of higher education in society. The course guides students to examine their life plan and achievements, and develop a strong personal statement. Students complete a cost analysis and explore resources to fund their education. (CSU/UC)

### **COUN 125: How to Study Effectively**

*1.0 Unit. 1 lecture hr/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 hr/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 129: College and Career Readiness**

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

This course helps students learn valuable skills to be college- and career-ready. Students clarify their educational objectives and relate them to career paths. Topics include career development theories, college success factors, career/major exploration, decision making factors and goal setting. Addresses psychological and social issues impacting career and educational choices. (CSU/UC)

### **COUN 130: Career Life Skills Planning**

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

This course is an in-depth exploration in career decision making over the lifespan. Topics include career development over the lifespan, self-assessment, the history of the American worker, one's role and impact in the workforce, and the influence of career choice on life satisfaction. A helpful course for those exploring college major options or career change. (CSU/UC) CSU Area E

### **COUN 133: Career Exploration**

*1.0 Unit. 1 lecture hr/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 hr/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)

### **COUN 134: Internship Preparations and Job Search Strategies**

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

This course teaches strategies for identifying internships and jobs that provide hands-on experience related to a chosen career. The course emphasizes job search strategies, resume and cover letter preparation, interviewing techniques, and labor market research, and includes assessment of skills and values related to career development. Students also examine workplace behaviors. (CSU)

**COUN 135: Effective Job Search Strategies**

0.5 Unit. 0.5 lecture hr/wk. No prerequisite. Two lecture hours weekly for four weeks.

This course teaches strategies for identifying internships and jobs that provide hands-on experience related to students' chosen career. The course emphasizes job search strategies, resume and cover letter preparation, interviewing techniques, and labor market research. (CSU)

**COUN 136ABC: Career Internship**

1.0 (A), 2.0 (B), or 3.0 (C) Units. 3 (A), 6 (B), or 9 (C) lab hrs/wk. Prerequisite: COUN 135 or concurrent enrollment.

This internship course offers students the opportunity to develop marketable skills in their major area of study. It allows students to work (paid or unpaid) in an area of academic or career interest, build their resumes and develop their professional network. (CSU)

**COUN 179: Student Development and Transfer**

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

The process of transferring from the community college system to a college or university can be overwhelming and complex, personally and academically. This course enables students to actively participate in planning their educational and career goals by providing information about the process and requirements for transferring. Students examine the stages of adult development, learn to embrace a culturally diverse world, and explore their identity as it relates to life decisions and career choices. The class addresses the challenges and obstacles that students may see impeding in their transfer process and their identity formation. Students learn how to adjust to one's changing role in a culturally diverse society. (CSU/UC)

## 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 administrative assistant, 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. **All students should consult a counselor.**

**PREREQUISITE**

English 120 or equivalent.

**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	167	Procedures and Ethics for the Court/Deposition Reporter	1
COUR	168A	Spelling and Vocabulary for the Court Reporter	1
MEDA	165	Medical Terminology I	2

**Spring Semester**

COUR	112	Skill Development I	4
COUR	120	Skill Development II	4
COUR	166	Legal Terminology and CSR Law	2
COUR	169A	Computer-Aided Transcription	2

**Fall Semester**

COUR	140	Skill Development III	4
COUR	160	Skill Development IV	4
COUR	168B	Grammar/Punctuation/Proofreading I	2
COUR	169B	Transcript Preparation/Formatting	2

**Spring Semester**

COUR	168C	Grammar/Punctuation/Proofreading II	2
MEDA	166	Medical Terminology II	2

**TOTAL MAJOR UNITS****40**

\* Applied toward the Certificate of Achievement only.

Upon successful completion of this degree or certificate, students will be able to:

- Appropriately and professionally apply the machine shorthand process in the workplace, in order to provide support to court reporting professionals, or perform transcription, proofreading or captioning functions.
- Demonstrate an understanding of legal terminology, court structure, basic legal procedures, basic civil law, basic criminal law, official court reporting procedures, deposition court reporting procedures, California codes and regulations regarding court reporters, and court reporting ethics, in order to appropriately supply support to court reporting professionals in the workplace, or to perform transcription, proofreading or captioning functions.
- Stenographically record verbatim dictation at a tested speed to be documented at the time of certificate or degree completion, and transcribe the material using a word processor or court reporting transcription software.
- Operate basic court reporting hardware and software to produce certified deposition and official transcripts, in order to appropriately supply support to court reporting professionals in the workplace, or to perform transcription, proofreading or captioning functions.

## 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 Legal Transcription Technology 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 Legal Transcription Technology Option, and the College of Marin graduation requirements. A Certificate of Achievement is awarded for satisfactory completion of all courses required for the major. In addition, students must pass all required skills tests, up to and including a 10-minute 200 wpm 4-Voice test with at least 97.5% accuracy (Qualifier). The total length of time it takes to complete the machine shorthand skill requirements varies with each student. **All students should consult a counselor.**

### PREREQUISITES

Completion of: Court Reporting 110, 112, 120, 140, 160, 166, 167, 168A, 168B, 169A, 169B; Medical Assisting 165; completion of or concurrent enrollment in Court Reporting 168C and Medical Assisting 166.

### REQUIREMENTS

### UNITS

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	180	Skill Development V	4
COUR	200	Skill Development VI	4

#### Fall Semester

COUR	220A	Skill Development VII-A	4
COUR	220B	Skill Development VII-B	4
WE	298B	Occupational Work Experience	2

#### Spring Semester

COUR	220C	Skill Development VII-C	4
COUR	225	Mastery Skill Development VIII	4
COUR	283	CSR/RPR Written Exam Preparation	1

### TOTAL MAJOR UNITS

**27 (67 including prerequisites)**

Upon receipt of this degree or certificate of achievement, students will be able to:

- Appropriately and professionally apply the court reporting process in the workplace.
- Demonstrate the ability to stenographically record verbatim testimony for a specified period of time (five to 10 minutes) at a specific speed (200-225 wpm) and transcribe the testimony within a specified time (1.25 to 3.00 hours) using a word processor or court reporting transcription software at a specified rate of accuracy (95%-97.5%).
- Demonstrate proficiency in basic legal terminology, court structure, basic legal procedures, basic civil law, basic criminal law, official court reporting procedures, deposition court reporting procedures, California codes and regulations regarding court reporters, and court reporting ethics.
- Demonstrate proficiency in basic medical terminology, including terms relating to anatomy, physiology, and pharmaceutical drugs.

- Operate basic court reporting hardware and software to provide realtime translation of spoken proceedings and/or produce certified deposition and official transcripts.

## COURT REPORTING COURSES (COUR)

### COUR 110: Theory of Machine Shorthand

8.0 Units. 4 lecture and 12 lab hrs/wk. Additional 6 weekly independent lab hours using Web-based learning platform. Prerequisite: ENGL 120, 120SL, 120AC, or English Placement Test or equivalent.

This course introduces the theory of machine stenography and operation of the stenotype machine. The course develops knowledge of stenotype theory, fluent stroking and reading of stenotype notes, and the ability to take dictation at 60-80 wpm for three minutes with 90% or better accuracy. Students are required to provide their own stenotype machine. (CSU)

### COUR 112: Skill Development I

4.0 Units. 2 lecture and 6 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. Prerequisite: COUR 110. Corequisite: COUR 120.

Students complete the machine shorthand theory textbook. This course concludes the introduction of stenotype theory principles; improves fluent reading, writing, and transcription of stenotype notes; develops the ability to take dictation at 80-100 wpm on 5-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 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 120: Skill Development II

4.0 Units. 2 lecture and 6 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. Prerequisite: COUR 110. Total of 8 units of court reporting skills development courses required.

This course develops stenotype machine dexterity; improves fluent reading of stenotype notes; develops the ability to take dictation at 100-120 wpm on 5-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition 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 120A: Skill Development II-A: Shorthand Speed Acceleration

4.0 Units. 2 lecture and 6 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. Prerequisite: COUR 120. Total of 8 units of court reporting skills development courses required.

This post-remedial course, for students who have not completed all 120-wpm skills tests due to drops and hesitation, emphasizes speed development techniques to improve stenotype machine dexterity; develops the ability to take dictation at 100-120 wpm on 5-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition 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 120B: Skill Development II-B: Briefs and Phrases**

4.0 Units. 2 lecture and 6 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. Prerequisite: COUR 120. Total of 8 units of court reporting skills development courses required.

This post-remedial course, for students who have not completed all 120-wpm skills tests, emphasizes briefing and phrasing techniques to improve stenotype machine dexterity; develops the ability to take dictation at 100-120 wpm on 5-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition 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 120C: Skill Development II-C: Accuracy**

4.0 Units. 2 lecture and 6 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. Prerequisite: COUR 120. Total of 8 units of court reporting skills development courses required.

This post-remedial course, for students who have not completed all 120-wpm skills tests, emphasizes accuracy and realtime writing to improve stenotype machine dexterity; develops the ability to take dictation at 100-120 wpm on 5-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition 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 140: Skill Development III**

4.0 Units. 2 lecture and 6 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. Prerequisite: COUR 120. Total of 8 units of court reporting skills development courses required.

This course develops stenotype machine dexterity; improves fluent reading of stenotype notes, develops the ability to take dictation at 120-140 wpm on 5- to 7.5-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition 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 140A: Skill Development III-A: Shorthand Speed Acceleration**

4.0 Units. 2 lecture and 6 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. Prerequisite: COUR 140. Total of 8 units of court reporting skills development courses required.

This post-remedial course, for students who have not completed all 140-wpm skills tests, emphasizes speed development techniques to improve stenotype machine dexterity; develops the ability to take dictation at 140 wpm on 5-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition 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 140B: Skill Development III-B: Briefs and Phrases**

4.0 Units. 2 lecture and 6 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. Prerequisite: COUR 140. Total of 8 units of court reporting skills development courses required.

This post-remedial course, for students who have not completed all 140-wpm skills tests, emphasizes briefing and phrasing techniques

to improve stenotype machine dexterity; develops the ability to take dictation at 140 wpm on 5-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition 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 140C: Skill Development III-C: Accuracy**

4.0 Units. 2 lecture and 6 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. Prerequisite: COUR 140. Total of 8 units of court reporting skills development courses required.

This post-remedial course, for students who have not completed all 140-wpm skills tests, emphasizes accuracy and realtime writing to improve stenotype machine dexterity; develops the ability to take dictation at 140 wpm on 5-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition 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 141: Usage, Punctuation and Proofreading for the Court Reporter**

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

This course presents grammar, usage, punctuation, sentence rhetoric, and error recognition and editing on a professional level to court reporting students, and others whose professional field demands precise skills in independent writing, proofreading, and transcription of oral language. The course emphasizes syntax, diction, structure, and proofreading directly appropriate for court reporting but also vital to business communications, technical report writing, and medical transcription. (CSU)

**COUR 160: Skill Development IV**

4.0 Units. 2 lecture and 6 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. Prerequisite: COUR 120. Total of 8 units of court reporting skills development courses required.

This course develops stenotype machine dexterity; improves fluent reading of stenotype notes, develops the ability to take dictation at 140-160 wpm on 5- to 7.5-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition 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 160A: Skill Development IV-A: Shorthand Speed Acceleration**

4.0 Units. 2 lecture and 6 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. Prerequisite: COUR 160. Total of 8 units of court reporting skills development courses required.

This post-remedial course, for students who have not completed all 160-wpm skills tests, emphasizes speed development techniques to improve stenotype machine dexterity; develops the ability to take dictation at 160 wpm on 5-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition 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 160B: Skill Development IV-B: Briefs and Phrases**

4.0 Units. 2 lecture and 6 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. Prerequisite: COUR 160. Total of 8 units of court reporting skills development courses required.

This post-remedial course, for students who have not completed all 160-wpm skills tests, emphasizes briefing and phrasing techniques to improve stenotype machine dexterity; develops the ability to take dictation at 160 wpm on 5-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition 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 160C: Skill Development IV-C: Accuracy**

4.0 Units. 2 lecture and 6 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. Prerequisite: COUR 160. Total of 8 units of court reporting skills development courses required.

This post-remedial course, for students who have not completed all 160-wpm skills tests, emphasizes accuracy and realtime writing to improve stenotype machine dexterity; develops the ability to take dictation at 160 wpm on 5-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition 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 166: Legal Terminology and CSR Law**

2.0 Units. 2 lecture hrs/wk. No prerequisite.

General concepts of law to include 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; and California codes applicable to the practice of court reporting. (CSU)

### **COUR 167: Procedures and Ethics for the Court/Deposition/CART Reporter**

1.0 Unit. 1 lecture hr/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 168A: Spelling & Vocabulary for the Court Reporter**

1.0 Unit. 1 lecture hr/wk. Prerequisite: ENGL 120, 120SL, 120AC, or English Placement Test or equivalent.

Designed for court reporting students, this online course develops the spelling and vocabulary skills necessary for professional success. Topics include medical, legal and technical vocabulary and commonly misspelled and confused words.

### **COUR 168B: Grammar/Punctuation/Proofreading for the Court Reporter Part I**

2.0 Units. 2 lecture hrs/wk. Prerequisite: ENGL 120, 120SL, 120AC, or English Placement Test or equivalent.

Designed for court reporting students, this online course develops the grammar, punctuation, and proofreading skills necessary for professional success. Topics include punctuating spoken English,

sentence structure, capitalization, paragraphing, and correct grammar usage as it pertains to transcription of legal proceedings.

### **COUR 168C: Grammar/Punctuation/Proofreading for the Court Reporter Part II**

2.0 Units. 2 lecture hrs/wk. Prerequisite: COUR 168B.

Designed for court reporting students, this online course continues to develop topics presented in COUR 168B, developing the grammar, punctuation and proofreading skills necessary for professional success. Topics include punctuating spoken English, sentence structure, capitalization, paragraphing, and correct grammar usage as it pertains to transcription of legal proceedings.

### **COUR 169A: Computer-Aided Transcription**

2.0 Units. 1.5 lecture and 1.5 lab hrs/wk. Prerequisite: COUR 110.

Students develop knowledge and skill in the use of a computer-aided transcription system. Introduction of the computerized stenotype machine, computer editing, printing, realtime reporting, and reporting technology in the court reporting industry are emphasized. Instruction is a combination of lecture, demonstration, simulation on the computer, and class discussion. (CSU)

### **COUR 169B: Transcript Preparation/Formatting**

2.0 Units. 1.5 lecture and 1.5 lab hrs/wk. Prerequisite: COUR 169A.

This course emphasizes the transcription of the verbatim record of depositions, hearings, and judicial proceedings with court reporting software while adhering to the state's minimum transcript format standards. Students develop proficiency in performing editing and proofreading functions for court reporters using CAT software. The course also introduces Communication Access Realtime Translation (CART). Instruction is a combination of lecture, demonstration on the computer, class discussion, and individual practice. (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 170A: Summer Intensive I-A**

3.0 Units. 5.5 lecture and 6 lab hrs/wk for 6 weeks. Prerequisite: COUR 112.

This course reinforces stenotype theory principles; develops and improves fluency in reading, writing, and transcribing stenotype notes; develops the ability to take dictation at 80-100 wpm on 5-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition 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 170B: Summer Intensive I-B**

3.0 Units. 5.5 lecture and 6 lab hrs/wk for 6 weeks. Prerequisite: COUR 120.

This course reinforces stenotype theory principles; develops and improves fluency in reading, writing, and transcribing stenotype notes; develops and improves the ability to take dictation at 100-140 wpm on 5-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition of technical, medical, legal, and general vocabulary, and familiarization with cur-

rent events. Students simulate the role of court reporter in a variety of situations. (CSU)

**COUR 170C: Summer Intensive I-C**

3.0 Units. 5.5 lecture and 6 lab hrs/wk for 6 weeks. Prerequisite: COUR 140.

This course reinforces stenotype theory principles; develops and improves fluency in reading, writing, and transcribing stenotype notes; develops the ability to take dictation at 120-160 wpm on 5- to 7.5-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition 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 171A: Summer Intensive II-A**

3.0 Units. 5.5 lecture and 6 lab hrs/wk for 6 weeks. Prerequisite: COUR 160.

This course reinforces stenotype theory principles; develops and improves fluency in reading, writing, and transcribing stenotype notes; develops and improves the ability to take dictation at 140-180 wpm on 5- to 10-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition 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 171B: Summer Intensive II-B**

3.0 Units. 5.5 lecture and 6 lab hrs/wk for 6 weeks. Prerequisite: COUR 180.

This course reinforces stenotype theory principles; develops and improves fluency in reading, writing, and transcribing stenotype notes; develops and improves the ability to take dictation at 160-200 wpm on 5- to 10-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition 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 171C: Summer Intensive II-C**

3.0 Units. 5.5 lecture and 6 lab hrs/wk for 6 weeks. Prerequisite: COUR 200.

This course reinforces stenotype theory principles; develops and improves fluency in reading, writing, and transcribing stenotype notes; develops and improves the ability to take dictation at 180-225+ wpm on 5- to 10-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition 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 180: Skill Development V**

4.0 Units. 2 lecture and 6 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. Prerequisite: COUR 140. Total of 8 units of court reporting skills development courses required.

This course develops stenotype machine dexterity; improves fluent reading of stenotype notes, develops the ability to take dictation at 160-180 wpm on 5- to 10-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition 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 180A: Skill Development V-A: Shorthand Speed Acceleration**

4.0 Units. 2 lecture and 6 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. Prerequisite: COUR 180. Total of 8 units of court reporting skills development courses required.

This post-remedial course, for students who have not completed all 180-wpm skills tests, emphasizes speed development techniques; improves stenotype machine dexterity; improves fluent reading of stenotype notes; develops the ability to take dictation at 180 wpm on 5- to 10-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition 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 180B: Skill Development V-B: Briefs and Phrases**

4.0 Units. 2 lecture and 6 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. Prerequisite: COUR 180. Total of 8 units of court reporting skills development courses required.

This post-remedial course, for students who have not completed all 180-wpm skills tests, emphasizes briefing and phrasing techniques; improves stenotype machine dexterity; improves fluent reading of stenotype notes; develops the ability to take dictation at 180 wpm on 5- to 10-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition 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 180C: Skill Development V-C: Accuracy**

4.0 Units. 2 lecture and 6 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. Prerequisite: COUR 180. Total of 8 units of court reporting skills development courses required.

This post-remedial course, for students who have not completed all 180-wpm skills tests, emphasizes accuracy and realtime writing; improves stenotype machine dexterity; improves fluent reading of stenotype notes; develops the ability to take dictation at 180 wpm on 5- to 10-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition 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 200: Skill Development VI**

4.0 Units. 2 lecture and 6 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. Prerequisite: COUR 160. Total of 8 units of court reporting skills development courses required.

This course develops stenotype machine dexterity; improves fluent reading of stenotype notes, develops the ability to take dictation at 180-200 wpm on 5- to 10-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition 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 200A: Skill Development VI-A: Shorthand Speed Acceleration**

4.0 Units. 2 lecture and 6 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. Prerequisite: COUR 200. Total of 8 units of court reporting skills development courses required.

This post-remedial course, for students who have not completed all 200-wpm skills tests, emphasizes speed development techniques; improves stenotype machine dexterity; improves fluent reading of stenotype notes; develops the ability to take dictation at 200 wpm on 5- to 10-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition 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 200B: Skill Development VI-B: Briefs and Phrases**

4.0 Units. 2 lecture and 6 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. Prerequisite: COUR 200. Total of 8 units of court reporting skills development courses required.

This post-remedial course, for students who have not completed all 200-wpm skills tests, emphasizes briefing and phrasing techniques; improves stenotype machine dexterity; improves fluent reading of stenotype notes; develops the ability to take dictation at 200 wpm on 5- to 10-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition 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 200C: Skill Development VI-C: Accuracy**

4.0 Units. 2 lecture and 6 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. Prerequisite: COUR 200. Total of 8 units of court reporting skills development courses required.

This post-remedial course, for students who have not completed all 200-wpm skills tests, emphasizes accuracy and realtime writing; improves stenotype machine dexterity; improves fluent reading of stenotype notes; develops the ability to take dictation at 200 wpm on 5- to 10-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition 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 220A: Skill Development VII-A**

4.0 Units. 2 lecture and 6 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. Prerequisite: COUR 180.

This course develops stenotype machine dexterity; improves fluent reading of stenotype notes; develops the ability to take dictation at 200-225 wpm on 5- to 10-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition 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 220B: Skill Development VII-B**

4.0 Units. 2 lecture and 6 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. Prerequisite: COUR 180.

This course develops stenotype machine dexterity; improves fluent reading of stenotype notes; develops the ability to take dictation

at 200-225 wpm on 5- to 10-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition 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 220C: Skill Development VII-C**

4.0 Units. 2 lecture and 6 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. Prerequisite: COUR 180.

This course develops stenotype machine dexterity; improves fluent reading of stenotype notes; develops the ability to take dictation at 200-225 wpm on 5- to 10-minute literary, jury charge, 2-voice and 4-voice (Qualifier) tests with 95% to 97.5% accuracy; and continues the acquisition 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 225: Mastery Skill Development VIII**

4.0 Units. 2 lecture and 6 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. Prerequisite: COUR 200 or equivalent.

This course develops stenotype machine dexterity; improves fluent reading of stenotype notes; develops the ability to take dictation at 200 wpm on 5-minute literary tests, 240 wpm on 5-minute jury charge tests, and 260 wpm on 5-minute 2-voice tests with at least 95% accuracy; and continues the acquisition 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 283: CSR/RPR Written Exam Preparation**

1.0 Unit 1 lecture hrs/wk. No prerequisite.

This course is a comprehensive review of legal, medical and technical terminology, court structure, applicable code sections, grammar, word usage, and punctuation in preparation for the Certified Short-hand Reporter and the Registered Professional Reporter written examinations. (CSU)

## **DANCE**

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

### **Career Options**

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

### **Faculty**

David Jones, Kristi Kuhn, Sandi Weldon  
Department Phone: 415-485-9460

### **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. Students



who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the associate degree. **All students should consult a counselor.**

### Technique Courses

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

REQUIREMENTS		UNITS
<b>Ballet</b> , two different courses, any levels, from:		
DANC	126A-D Beginning Ballet I, II, III, IV	1.5
DANC	128A-D Intermediate Ballet I, II, III, IV	2.0
<b>Contemporary Modern Dance</b> , two different courses, any levels, from:		
DANC	130A-D Beginning Contemporary Modern Dance I, II, III, IV	1.5
DANC	133A-D Intermediate Contemporary Modern Dance I, II, III, IV	2
<b>Jazz</b> , one course, any level, from:		
DANC	122A Introduction to Jazz Dance	2
DANC	122B Beginning Jazz	2
DANC	123A Beginning Intermediate Jazz Dance	2
DANC	123B Intermediate Jazz	2
Select one course from the following:		
DANC	109A Conditioning and Injury Prevention I	2
DANC	109B Conditioning and Injury Prevention II	2
<b>History and Choreography</b> , must complete 108 and either 135A or B:		
DANC	108 Dance History	3
DANC	135A Dance Composition I	2
DANC	135B Dance Composition II	2
<b>Electives:</b> Two additional courses from any of the above or from:		
DANC	111A-D Hip Hop	1.5
DANC	119AB African Haitian Dance	1.5
DANC	121AB Popular Dance Styles	1.5
DANC	142AB Tap Dance	1.5
DANC	161AB Ballroom Dance	1.5
<b>TOTAL MAJOR UNITS</b>		<b>MINIMUM OF 18</b>

### 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
<b>One course from:</b>		
DANC	160 Introduction to Dance Performance Skills	1.5
DANC	241A-D Dance Company	2 to 4

Upon successful completion of this degree, students will be able to:

- Demonstrate and perform with intermediate to advanced technical skills in at least two of the following techniques: modern, jazz and ballet.
- Recognize the importance of dance in culture
- Evaluate and critique live dance as an art form.
- Analyze cultural dance history and its effects on dance today.
- Perform simple choreographic studies using the tools from dance composition.

## DANCE COURSES (DANC)

### DANC 101: African American Dance History

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

This course examines the historical contributions of African Americans to social as well as theatrical dance, from slavery to the present, emphasizing the social and cultural context of individual contributors and their influence on the theatrical dance world, as well as dance crazes and fads. The course focuses on how these dance creators, birthed from the African American experience, found footing in cultural fusion and individual expression. (CSU/UC) AA/AS Area C, CSU Area C-1; IGETC Area 3A

### DANC 103: History of Musical Theatre

3.0 Units. 3 lecture hrs/wk. No prerequisite. May be taken as Music 103, Dance 103 or Drama 103; credit awarded for only one course.

This course surveys the history of American musical theatre and its effects on popular culture. The course explores the development of the musical in the context of American theatre history, through a multicultural study of the evolution of this uniquely American art form. (CSU/UC) CSU Area C-1, IGETC Area 3A

### DANC 108: Dance History: Dancing - The Pleasure, Power, and Art of Movement

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

This course covers the major theatrical traditions as well as dance as a social, cultural and religious expression. It describes dance history and anthropology from six continents and highlights the important ways in which dance functions in human societies. The course focuses on dance as an expression of social order and power, as classical art, as a medium of cultural fusion, and as an expression of individual artists. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

### DANC 109A: Conditioning and Injury Prevention I

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

This course introduces stretch and strengthening exercises, low impact dance conditioning methods, Pilates, and yoga. Injury prevention, muscle and skeletal terminology as well as basic nutrition are introduced. The class is appropriate for beginning dance students, and for those wanting to learn how to be active without injury. (CSU/UC)

### DANC 109B: Conditioning and Injury Prevention II

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

This continuation of Dance 109A emphasizes maintaining strength and flexibility through Pilates, yoga, floor barre, and other low impact conditioning methods. Introduction to creating a personal conditioning program. Appropriate for those actively dancing or those returning to dance after an injury or period of inactivity. (CSU/UC)

### DANC 111ABCD: Hip Hop (Introductory through Advanced Levels)

1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite.

This series of classes, from introductory to advanced levels, introduce hip-hop choreography with the use of isolations, techniques, and movement combinations derived from current and recent popular hip-hop music, emphasizing rhythm, musicality and coordination.

Historical elements of this dance form are also covered. (CSU/UC) AA/AS Area H, CSU Area E

### **DANC 117: Dancercise**

1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite.

This course promotes total fitness through dance, rhythmic movement, aerobics, strengthening and relaxation exercises, yoga, and Pilates. The pulse-monitored program is structured to produce metabolic efficiency and increase energy, endurance, strength, and flexibility through an introduction of a variety of dance styles including Latin, hip hop, swing, jazz, modern, and disco. (CSU/UC) AA/AS Area H

### **DANC 119A: Beginning African-Haitian Dance**

1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite.

This course develops beginning skills in African-Haitian dance based upon the technique of Katherine Dunham, emphasizing rhythmic awareness through barre and floor progressions. Movement phrases are based upon authentic dances from Africa and the Caribbean Islands; the history and culture of the people are also studied. Students learn to use their body parts polyrhythmically and in isolation. Lecture and instructor-supervised demonstrations and performances are designed to assist students in reaching a satisfactory level of skill through repeated practice. (CSU/UC)

### **DANC 119B: Intermediate African-Haitian Dance**

1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite.

This course develops intermediate skills in African-Haitian dance based upon the technique of Katherine Dunham, emphasizing rhythmic awareness through barre and floor progressions. Movement phrases are based upon authentic dances from Africa and the Caribbean Islands; the history and culture of the people are also studied. Students learn to use their body parts polyrhythmically and in isolation. Lecture and instructor-supervised demonstrations and performances are designed to assist students in reaching a satisfactory level of skill through repeated practice. (CSU/UC)

### **DANC 121A: Beginning Popular Dance Styles**

1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite.

This class enhances beginning students' skill in mastering popular dance styles of the twentieth century. By exploring the technical basis of these styles, students gain understanding and appreciation of the emergence of popular dance in the last century. Lecture and instructor supervised demonstrations and performances assist students in reaching a satisfactory skill level through repeated practice. (CSU/UC) AA/AS Area H

### **DANC 121B: Intermediate Popular Dance Styles**

1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite.

This class further develops students' skill in mastering popular dance styles of the twentieth century, with special attention to specific technical attributes of selected dances. The class also emphasizes the rhythmic and stylistic bridge that formed between these dances. (CSU/UC) AA/AS Area H

### **DANC 122A: Introductory Jazz Dance**

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

This class introduces jazz dance, emphasizing movement exercises involving rhythmic sequences. Fundamental elements of jazz dance

technique, as well as early historical influences, are explored. (CSU/UC) AA/AS Area H, CSU Area E

### **DANC 122B: Beginning Jazz Dance**

2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite. Advisory: Dance 122A.

This class focuses on beginning-level jazz dance, including movement exercises involving rhythmic sequences, and the fundamental elements of jazz dance technique. The class builds on many of the elements that are introduced in Dance 122A. (CSU/UC) AA/AS Area H, CSU Area E

### **DANC 123A: Intermediate Jazz Dance**

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

An intermediate course in jazz dance, emphasizing movement exercises involving rhythmic sequences. Fundamental elements of jazz dance technique, as well as early historical influences, are explored. (CSU/UC) AA/AS Area H, CSU Area E

### **DANC 123B: Intermediate Jazz Dance**

2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite. Advisory: Dance 123A.

An intermediate course in jazz dance, emphasizing movement exercises involving rhythmic sequences. Fundamental elements of jazz dance technique, as well as early historical influences, are explored. (CSU/UC) AA/AS Area H, CSU Area E

### **DANC 126A: Beginning Ballet I**

1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite.

Students in this course learn the technical fundamentals of absolute beginning ballet, including floor barre, standing barre, center work, and movement across the floor. (CSU/UC) AA/AS Area H, CSU Area E

### **DANC 126B: Beginning Ballet II**

1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite. Advisory: Dance 126A.

This course includes exercises for body awareness and alignment, flexibility, balance, strength, and stamina. Center floor work with basic adagio and allegro movements, jumps, and turns. (CSU/UC) AA/AS Area H, CSU Area E

### **DANC 126C: Beginning Ballet III**

1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite. Advisory: Dance 126B.

This beginning ballet class continues from Dance 126B, emphasizing arm positions, placement and carriage. Includes exercises for body awareness, alignment, flexibility, balance, strength, and stamina. Center floor work with basic adagio and allegro movements, jumps and turns. (CSU/UC) AA/AS Area H, CSU Area E

### **DANC 126D: Beginning Ballet IV**

1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite. Advisory: Dance 126C.

This beginning ballet class continues from Dance 126C, emphasizing the standing leg. Includes exercises for body awareness, alignment, flexibility, balance, strength and stamina. Center floor work with basic adagio and allegro movements, jumps and turns. (CSU/UC) AA/AS Area H, CSU Area E

**DANC 128ABCD: Intermediate Ballet I - IV**

2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite. Advisory: Dance 126D.

This series of courses provides intermediate ballet students with continued training in ballet technique, emphasizing proper body alignment, increased flexibility and fluidity. A and B: (CSU/UC) AA/AS Area H, CSU Area E; C and D: (CSU)

**DANC 130ABCD: Beginning Contemporary Modern Dance I - IV**

1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite.

This beginning modern dance course series explores positioning, alignment, and centering as they apply to balance, turns, elevations, and movement in and through space. Examines a variety of movement qualities, rhythms, and phrasing as well as space-time energy concepts. (CSU/UC) AA/AS Area H, CSU Area E

**DANC 132: Musical Theatre**

1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite.

The study and practice of a variety of dance styles from musical theatre such as jazz, soft shoe, vaudeville, chorus line, ethnic dance, and ballroom dance. Explores the integration of music, dance and acting that is characteristic of musical theatre. Broadway musicals are studied in groups, duets, or solos. Includes acting, vocal training, audition techniques, basic dance steps and terminology, and choreography. (CSU/UC) AA/AS Area H, CSU Area E

**DANC 133ABCD: Intermediate Contemporary Modern Dance I - IV**

2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite. Advisory: Dance 130D.

This series of intermediate modern dance technique courses further develop students' ability to use the body as an instrument of expression, emphasizing performance skills and techniques of specific modern dance styles. A and B: (CSU/UC) AA/AS Area H, CSU Area E; C and D: (CSU)

**DANC 134: Dance Improvisation**

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

This course examines how to create and develop personal movement styles and/or techniques, as well as how to create group movement spontaneously. Perfect for break, ballet, contemporary, jazz, and ballroom dance students. Designed to develop sensitivity in movement to oneself, others, time, space, energy, motion and to the moment. Structured and free improvisational techniques are used that lead to the excitement of creativity on the move, and to an understanding of improvisation as an art in itself as well as a prelude to choreography. (CSU)

**DANC 135AB: Dance Composition**

2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite. Advisory: Dance 134.

These courses emphasize movement intention, and the exploration and practices of the creative processes. Through structured improvisation, students have the opportunity to explore and utilize the tools and processes of creating inventive movement. In addition, students learn to recognize and utilize the tools of dance composition. (CSU)

**DANC 142AB: Beginning/Intermediate Tap Dance**

1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite.

These courses familiarize 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. A: (CSU/UC) AA/AS Area H, CSU Area E; B: (CSU)

**DANC 160A: Introduction to Dance Performance Skills**

1.0 Unit. 3 lab hrs/wk. 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/UC) AA/AS Area H, CSU Area E

**DANC 161A: Introduction to Ballroom Dance**

1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite.

This course introduces the fundamentals of several forms of social ballroom dance, including the origins and development of these dances and their contribution to the dance world. Lecture and instructor supervised demonstrations and performances assist students in reaching a satisfactory level of skill through repeated practice. (CSU/UC)

**DANC 161B: Intermediate Ballroom Dance**

1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite. Advisory: Dance 161A.

Students in this course become competent in several forms of social ballroom dance, and develop partnering skills in these forms. The course includes the origins and development of these dances and their contribution to the dance world. Lecture and instructor supervised demonstrations and performances assist students in reaching a satisfactory level of skill through repeated practice. (CSU/UC)

**DANC 241ABCD: Dance Company**

2-5 Units. 6-15 lab hrs/wk. Repeat: 3. Prerequisite: Audition required.

Students rehearse and perform faculty choreography in a formal concert (predetermined number of scheduled performances). Focus on technique, choreographic phrasing, artistry, and performance presence. (CSU/UC) AA/AS Area H

**DANC 260: Musical Production - Dance**

1.5 Units. 4.5 lab hrs/wk. Repeat: 3. Prerequisite: audition required.

In collaboration with the Performing Arts department, students prepare and perform dance numbers for various chosen musicals. Emphasis is placed on the utilization of a synthesis of dance techniques incorporating ballet, modern and jazz; on learning and memorizing choreography; on developing an aesthetic sense of how dance interfaces with other elements of a musical production; and on taking direction from the choreographer, stage and musical directors. (CSU/UC)

## DENTAL ASSISTING: REGISTERED

This program combines the technical knowledge and skills required to function successfully as a chairside dental assistant with the es-

sential aspects of office procedures. The expanded functions that are required for state licensure are taught to clinical proficiency.

Please note: the Dental Board of California requires either a social security number or a federal employee identification number on the application for state licensure as a Registered Dental Assistant. Please visit the Dental Board of California's website for all requirements for the RDA application at [www.dbc.ca.gov](http://www.dbc.ca.gov).

### Career Options

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

### Faculty

Kathleen Rooney

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. The program is accredited by the California Board of Dental Examiners and the American Dental Association.

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.) **All students should consult a counselor.**

### 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:

4. English 116 or higher; may be taken concurrently during the program.

### Program Application Procedure:

5. Applicants must complete English Requirement (see above).
6. Applicants must contact the Dental Assisting Department for availability and assistance in the selection of classes to be admitted to the program.
7. Applicants must file an application for admission with the College of Marin Office of Enrollment Services.

REQUIREMENTS			UNITS
<b>First Semester</b>			
DENT	172	Dental Science I	3
DENT	174	Dental Materials	3
DENT	176	Dental Morphology, Histology, and Recordings	3
DENT	180	Chairside I	3
DENT	182	Dental Radiology	3
<b>Second Semester</b>			
DENT	178	Dental Science II	3
DENT	183	Advanced Dental Procedures	1.5
DENT	184	Chairside Procedures II	5
DENT	186	Clinical Dental Radiology	1.5
DENT	187	Clinical/Technique Practicum	1
DENT	188	Chairside Clinical and Operative Procedures	6
DENT	190	Dental Practice Management and Economics	2
<b>Summer Session</b>			
DENT	192	Clinical Applications in Dental Offices	2
DENT	192A	Pit and Fissure Sealants	1
<b>TOTAL MAJOR UNITS</b>			<b>38</b>

### Notes:

8. The above courses may be taken in two years. The coursework is sequential and must be taken in the semester offered. Only those students completing the first semester may advance to the following semesters. Courses must be taken in the semester as indicated above.
9. Current CPR (cardiopulmonary resuscitation), Hepatitis B vaccination, Tetanus vaccination, and TB testing must be completed in the Fall semester prior to student participation in internships at dental clinics or externships in dental offices.

Upon successful completion of this degree or certificate of achievement, students will be able to:

- Perform the components of preventive dentistry including nutritional diet analysis, oral hygiene instruction, caries detection, pit and fissure sealants, and coronal polishing procedures.
- Explain the ethical parameters of the Dental Law as it relates to the dental assistant.
- Expose intraoral and extraoral dental radiographs for the patient's oral health assessment.
- Take and pour dental diagnostic impressions used for study models.
- Assist the dentist at chairside with regards to moisture control, oral evacuation, instrument transfers, charting, and dental patient emergencies.
- Manipulate dental materials for restorative dental procedures.
- Sterilize instruments and disinfect dental equipment to prevent cross contamination following OSHA compliance.
- Seek entry-level employment in the dental field.
- Sit for the State Registered Dental Assisting Examination and the Dental National Board.

### 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 and 186 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	3
DENT	186	Clinical Dental Radiology	3

### Coronal Polish Skills Certificates

Successful completion of Dental Assisting 183 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.

REQUIREMENT			UNITS
DENT	183	Advanced Dental Procedures	1.5

### Ultrasonic Scaling Skills Certificate

Successful completion of Dental Assisting 183 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.

REQUIREMENT			UNITS
DENT	183	Advanced Dental Procedures	1.5

### Pit and Fissure Sealants Skills Certificate

Successful completion of Dental Assisting 192A 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.

REQUIREMENT			UNITS
DENT	192A	Pit and Fissure Sealants	1

### 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 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

*3.0 Units. 2.5 lecture and 1.5 lab hrs/wk. Prerequisite: ENGL 98 or 98SL 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. The lab covers applications of dental infection control, cross-contamination prevention, OSHA regulations, and disposal of contaminated materials. (CSU)

### **DENT 174: Dental Materials**

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: DENT 176 or concurrent enrollment.

An introduction to the physical and chemical properties of dental materials, and the preparation, placement and removal of provisional restorations as allowed by the State Dental Practice Act. The lab covers the applications of placement of temporary sedative restorations; placement 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**

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: ENGL 98 or 98SL or sufficient score on English Placement Test.

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. In lab, students identify permanent and primary dentition and their nomenclature, location and function; distinguish 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 98 or 98SL or sufficient score on English Placement Test.

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**

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisites: DENT 176 or concurrent enrollment.

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; preparation of the dental operator; application of rubber dams, matrix retainers, topical anesthetic and provisional restorations; four-handed dentistry techniques; and preparation for chairside assisting in a clinical setting. (CSU)

### **DENT 182: Dental Radiology**

3.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: DENT 176 or concurrent enrollment.

This introductory course presents information and background on the production and projection of film and digital dental radiographs, including safety concerns. In lab students expose, process, mount and evaluate dental radiographs for diagnostic purposes. Includes exposure and darkroom techniques, and patient management. (CSU)

### **DENT 183: Advanced Dental Procedures**

1.5 Units. 1 lecture and 1.5 lab hrs/wk. Prerequisite: DENT 180.

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 184: Chairside Procedures II**

5.0 Units. 4 lecture and 3 lab hrs/wk. Prerequisites: DENT 176 and 180.

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 186: Clinical Dental Radiology**

1.5 Unit. 1 lecture and .5 lab hrs/wk for 4 weeks. Prerequisite: DENT 182. Students must be at least 18 years old.

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 187: 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: Chairside Clinical Operative Procedures**

6.0 Units. 1 lecture and 15 lab hrs/wk. Repeat: 1. Prerequisite: DENT 174 and 180. Students must have CPR, Hepatitis B, tetanus vaccinations and TB testing before going to the dental school. One weekly lecture/seminar and 262.5 off-campus hours.

Clinical practice utilizing Four-Handed Dentistry at chairside, including extended functions in general dentistry delegated to the dental assistant and registered dental assistant by the State Dental Practice Act in private dental offices and clinics. Weekly seminars are held to discuss student progress and provide instruction and suggestions for student improvement. (CSU)

### **DENT 190: Dental Practice Management and Economics**

2.0 Units. 1 lecture and 3 lab hrs/wk. Prerequisites: ENGL 98 or 98SL or sufficient score on English Placement Test, and High school diploma or equivalent.

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 192: Clinical Applications in Dental Offices

2.0 Units. 26 lab hrs/wk for 4 weeks. Prerequisite: DENT 183 and 186. Corequisite: DENT 192A.

This course is designed to give students meaningful participation in a dental office or clinic in order to understand and apply the Dental Assisting chairside skills needed in the dental industry under the direct supervision of the dental staff. Weekly meetings provide the opportunity to present case management journals and observations, discuss perceptions and apply or improve assisting skills to their internship. (CSU)

### DENT 192A: Pit and Fissure Sealants

1.0 Unit. 2 lecture and 6 lab hrs/wk for 4 weeks. Prerequisite: DENT 176. Corequisite: DENT 192.

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

## DRAMA/THEATRE ARTS

The Drama Program offers a variety of major productions on the main stage and in the studio theater. A thriving Drama Club sponsors student productions and events, and the Brown Bag Theater series offers lunch hour programs, including student-directed productions.

The Theatre Arts curriculum is designed to provide an interdisciplinary approach to drama whether a student's goals are transfer, professional or self-enrichment. Students participate in all aspects of production including acting, directing, various facets of technical theatre, and the design and building of sets, lights, costumes, sound and properties. In addition, there is a strong emphasis on the historical and theoretical contexts of the art-form as students examine works of dramatic literature, historical context, and criticism.

### 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

Department Phone: 415-485-9555

### A.A.-T. IN THEATRE ARTS

The Associate in Arts in Theatre Arts for Transfer Degree is primarily intended for the student who wants to earn a degree on the way to transferring to a California State University.

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

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements;
  - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. Up to 12 units may be double-counted.
2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”
3. Obtain a minimum grade point average of 2.0.

REQUIREMENTS			UNITS
<b>Required Core: 9 units total:</b>			
DRAM	110	Introduction to the Theatre	3
DRAM	130	Theory and Practice in Acting I	3
<b>To complete the Core requirements, select 3 units total from the following five courses:</b>			
Rehearsal and Performance Production:			
DRAM	245	Rehearsal and Performance	3
DRAM	246	Rehearsal and Performance of a Modern Comedy	3
DRAM	260	Musical Theatre Production Workshop	3
Technical Theatre in Production:			
DRAM	164	Production Crew	1
DRAM	252B	Seminar and Fieldwork Experience B	3
<b>List A: select 9 units from the following list:</b>			
DRAM	131	Theory and Practice in Acting II	3
DRAM	116	Survey of Dramatic Literature: Ancient Greeks to the Present	3
DRAM	150	Introduction to Stagecraft	3
DRAM	151	Introduction to Set Design	3
DRAM	152	Introduction to Stage Costume	3
DRAM	153	Introduction to Stage Lighting and Sound Design	3
<b>May be counted in List A if not taken as part of the required core:</b>			
DRAM	164	Production Crew	1
DRAM	245	Rehearsal and Performance	3
DRAM	246	Rehearsal and Performance of a Modern Comedy	3
DRAM	252B	Seminar and Field Experience B	3
DRAM	260	Musical Theatre Production Workshop	3
<b>TOTAL MAJOR UNITS</b>			<b>18</b>

Upon successful completion of this degree, students will be able to:

- Identify specific historical contributions to the art form of theatre.
- Discern how those contributions have been integrated into our contemporary theatre experience.
- Comprehend the design and implementation process in stagecraft and compare various technical production techniques.
- Observe and demonstrate the practical skills necessary to realize the artistic vision of the show.
- Demonstrate the fundamental skills of stage technique towards the definition and execution of a distinctive acting approach.

### 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. Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the associate degree. **All students should consult a counselor.**

REQUIREMENTS			UNITS
DRAM	110	Introduction to the Theatre	3
DRAM	150	Introduction to Stagecraft	3
DRAM	252B	Seminar and Fieldwork Experience B	3
<b>Select 6 units from the following:</b>			
DRAM	116	Survey of Dramatic Literature – Ancient Greek to the Present	3
DRAM	117	Survey of Dramatic Literature – Shakespeare and His Theatre	3
DRAM	119	Theatre Criticism	3
<b>Select 6 units from the following:</b>			
DRAM	160	Production Stagecraft	1
DRAM	161	Production Preparation – Sets and Properties	1
DRAM	162	Production Preparation – Costumes and Hair	1
DRAM	163	Production Preparation – Lights and Sound	1
DRAM	164	Production Crew	1
DRAM	166	Stage Makeup: Theory and Practice	1
DRAM	168	Theatre Management	1.5
<b>Select 8 units from the following:</b>			
DRAM	126	Improvisation for the Theatre	3
DRAM	130	Theory and Practice in Acting I	3
DRAM	134	Acting for Director's Workshop	.5
DRAM	137	Stage Combat	.5
DRAM	237	Techniques of Audition	.5
DRAM	240	Directing for the Stage	3
<b>Select 3 units from the following:</b>			
DRAM	125	Stage Movement	2
DRAM	129AB	Voice for the Stage	1
DANC	132	Musical Theatre	1.5
MUS	181	Voice I	1
<b>TOTAL MAJOR UNITS</b>			<b>32</b>

Upon successful completion of this degree, students will be able to:

- Identify specific historical contributions to the art form of theatre.
- Discern how those contributions have been integrated into our contemporary theatre experience.
- Comprehend the design and implementation process in stagecraft and compare various technical production techniques.
- Observe and demonstrate the practical skills necessary to realize the artistic vision of the show.
- Demonstrate the fundamental skills of stage technique towards the definition and execution of a distinctive acting approach.

## DRAMA COURSES (DRAM)

### DRAM 103: History of Musical Theatre

3.0 Units. 3 lecture hrs/wk. No prerequisite. May be taken as Music 103, Dance 103 or Drama 103; credit awarded for only one course.

This course surveys the history of American musical theatre and its effects on popular culture. The course explores the development of the musical in the context of American theatre history, through a multicultural study of the evolution of this uniquely American art form. (CSU/UC) CSU Area C-1, IGETC Area 3A

### 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 students not majoring in drama, and to solidify a foundation for drama majors. 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, C-ID: THTR 111

### 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, C-ID: THTR 114

### 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, and analyzes their aesthetic, cultural, historical and literary significance. Recommended for drama majors. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

### DRAM 125: Stage Movement

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

The study and practice of the art of physical theatre. Laban, Michael Chekov, Suzuki, character construction, improvisatory movement, mask work, psychological gesture, and other techniques are explored. This class addresses the need for mastery over the physical realm in theatre. Recommended for all actors and required for all theatre majors. (CSU/UC)

### DRAM 126: Improvisation for the Theatre

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

A participatory class in which students practice skills necessary to support improvised performances. Students engage in activities that draw upon their ability to relax, concentrate, and respond spontaneously and honestly. The class calls upon and extends students' imagination, and provides opportunities to practice narrative skills. Includes public performances. (CSU/UC) C-ID: THTR 151

### 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) C-ID: THTR 191

### 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) C-ID: THTR 152

**DRAM 129A: Voice for the Stage I**

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

This class teaches students to efficiently use the instrument that is their voice. Students explore various vocal techniques and examine differences in the British and American systems of voice acting. Recommended for all actors and required for all drama majors. (CSU)

**DRAM 129B: Voice for the Stage II**

1.0 Unit. 1 lecture hrs/wk. No prerequisite. Advisory: Drama 129A.

This class offers a more intermediate/advanced approach to voice training, combining the techniques of Kristin Linklater and Cicely Berry, and applying them to the text of specific acting roles in the theatre. Recommended for all actors and required for all drama majors. (CSU)

**DRAM 130: Theory and Practice in Acting I**

3.0 Units. 3 lecture hrs/wk. No prerequisite. Corequisite: Drama 134.

Beginning class in acting techniques. Exercises in characterization, pantomime, improvisation, voice projection, and body movement. Required for drama majors. (CSU/UC) C-ID: THTR 151

**DRAM 131: Theory and Practice in Acting II**

3.0 Units. 3 lecture and 1 TBA hrs/wk. Prerequisite: Drama 130. Advisory: Drama 134.

This class emphasizes the creation and analysis of a character through intensive rehearsal of scenes. Recommended for drama majors. (CSU/UC) C-ID: THTR 152

**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) C-ID: THTR 191

**DRAM 137: Stage Combat**

0.5 Unit. 1.5 lab hrs/wk. No prerequisite.

This class covers the history, theory and practice of the art of stage combat. Students learn a controlled simulated approach to performing punches, slaps, falls and choreographed sword work. For drama majors. (CSU)

**DRAM 142: Children's Theatre Workshop**

3.0 Units. 3 lecture hrs/wk. 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. A production is rehearsed and performed. (CSU/UC)

**DRAM 143: Storytelling and Personal Narratives**

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

In this class, students conceive and perform original autobiographical stories in a workshop setting. Good for all levels, from early childhood educators to potential performing artists and monologists. (CSU)

**DRAM 144: Comedy Theory and Technique**

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

This course introduces basic elements of theatrical comedy. Through the study, discussion, and practice of selected comic material, both

historic and modern, students develop a variety of comedic stage techniques. (CSU/UC) C-ID: THTR 152

**DRAM 150: Introduction to Stagecraft**

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

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) AA/AS Area C, CSU Area C-1, C-ID: THTR 171

**DRAM 151: Introduction to Set Design**

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: Drama 150.

An introduction to stage design from page to stage. Includes basic concepts of design, painting techniques, set construction, set movement, basic drafting, set dressings and prop construction. (CSU/UC) C-ID: THTR 172

**DRAM 152: Introduction to Stage Costume**

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: Drama 150.

The study of costume history, design, and basic construction techniques as an introduction to basic theatrical costuming, including fabrics, pattern making, and draping. (CSU/UC) C-ID: THTR 174

**DRAM 153: Introduction to Stage Lighting and Sound Design**

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: Drama 150.

An introduction to lighting and sound design from page to stage. Includes basic concepts of lighting design, the nature of light, color, stage lighting equipment and electricity and their application to lighting for productions. Also includes the basic concepts of sound design, use of microphones, cables, and controls. (CSU/UC) C-ID: THTR 173

**DRAM 160: Production Stagecraft**

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

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)

**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)

**DRAM 162: Production Preparation - Costumes and Hair**

1.0 Unit. 0.5 lecture and 2.5 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. 0.5 lecture and 2.5 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) C-ID: THTR 192

**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) C-ID: THTR 175

**DRAM 217: Shakespearean Text Analysis for the Actor**

2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite. Corequisite: Drama 245.

This class covers techniques for actors to analyze the text of a play by William Shakespeare, to prepare for the performance of a role in a Drama Department production. Focus on verse and prose speaking, discovery of character through the language and historical stylistic approach to the performance of Shakespeare on stage. (CSU/UC)

**DRAM 230: Advanced Acting Techniques**

3.0 Units. 3 lecture and 1 TBA hrs/wk. Prerequisite: Drama 130, and 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) C-ID: THTR 152

**DRAM 237: Techniques of Audition**

0.5 Unit. 0.375 lecture and 1.125 lab hrs/wk. Repeat: 3. No prerequisite. Advisory: Drama 130.

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) C-ID: THTR 191

**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.

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) C-ID: THTR 191

**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.

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) C-ID: THTR 191

**DRAM 247: Rehearsal and Performance of a Period Play**

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.

In this course, students act in the scheduled department production of a period 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**

3.0 Units. 1 lecture and 6 lab hrs/wk. 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 in a theatre company under the supervision of an artistic, technical or managerial employee. 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 252B: Seminar and Fieldwork Experience B**

3.0 Units. 1 lecture and 6 lab hrs/wk. Prerequisite: Drama 164. 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) C-ID: THTR 192

**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, C-ID: THTR 191

## 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

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

### A.S.-T. IN EARLY CHILDHOOD EDUCATION

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

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

- Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. Up to 12 units may be double-counted.
- Complete all courses in the major with a grade of "C" or better, or "P" if the course is taken as "pass/no pass."
- Obtain a minimum grade point average of 2.0.

REQUIREMENTS			UNITS
<b>Required Core Courses</b>			
ECE	110	Child Development	3
ECE	112	Child, Family, and Community	3
ECE	114	Principles and Practices of Teaching Young Children	3
ECE	115	Introduction to Early Childhood Curriculum	3
ECE	116	Observation and Assessment	3
ECE	280	ECE Fieldwork and Seminar I: Beginning Practicum	3
ECE	131	Health, Safety, and Nutrition Practices for Young Children	3
ECE	208	Teaching in a Diverse Society	3
<b>TOTAL MAJOR UNITS</b>			<b>24</b>

Upon successful completion of this degree, students will be able to:

- Integrate understanding of the needs, characteristics, and multiple influences on development of children birth to age eight as related to high quality care and education.
- Design, implement, and evaluate environments and activities that support positive, developmental play and learning outcomes for all young children.

- Apply effective guidance and interaction strategies that support all children's social learning, identity and self-confidence.
- Develop strategies that promote partnerships between programs, teachers, families and their communities.
- Demonstrate ethical standards and professional behaviors that deepen understanding, knowledge and commitment to the EC/CD profession.

### A.S. IN EARLY CHILDHOOD EDUCATION, OCCUPATIONAL

*(Certificate of Achievement also 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 must complete the required courses, as well as general education courses and graduation requirements. A Certificate of Achievement is also awarded. In addition, a Skills Certificate is earned by satisfactory completion of the required courses. **All students should consult a counselor.**

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

Child development knowledge is a key competency for success in early childhood education classes. Students with limited college background or experience with science textbook reading should seriously consider taking ECE 101, Introduction to Child Development, among their first courses in Early Childhood Education.

REQUIREMENTS			UNITS
<b>Core Requirements:</b>			
ECE	100	Licensing and Permits: Introduction to Childcare Programs	.5
ECE	110	Child Development	3
ECE	112	Child, Family, and Community	3
ECE	114	Principles and Practices of Teaching Young Children	3
ECE	115	Introduction to Early Childhood Curriculum	3
ECE	116	Observation and Assessment	3
ECE	131	Health, Safety and Nutrition Practices for Young Children	3
ECE	208	Teaching in a Diverse Society	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
PSY	114	The Psychology of Human Development: Lifespan+	3
<b>Electives (choose 2 courses from the following list):</b>			
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	Integrated Curriculum and the Project Approach	3
ECE	217	Fostering Creativity in the Classroom	2
ECE	218	Infant and Toddler Development	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 MAJOR UNITS****MINIMUM OF 36.5**

Upon successful completion of this degree, or the certificate listed below, students will be able to:

- Integrate understanding of the needs, characteristics, and multiple influences on development of children birth to age eight as related to high quality care and education.
- Design, implement, and evaluate environments and activities that support positive, developmental play and learning outcomes for all young children.
- Apply effective guidance and interaction strategies that support all children's social learning, identity and self-confidence.
- Develop strategies that promote partnerships between programs, teachers, families and their communities.
- Demonstrate ethical standards and professional behaviors that deepen understanding, knowledge and commitment to the EC/CD profession.

## 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	Principles and Practices of Teaching Young Children	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	Teaching in a Diverse Society	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
<b>Or</b>			
ENGL	120SL	Introduction to College Reading and Composition II – for Non-Native English Speakers	3

### SUBTOTAL CERTIFICATE 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
- Kinesiology 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
- Kinesiology 107 or Biology 107 (cross-listed)
- Political Science 100
- History 118

**TOTAL CERTIFICATE UNITS****42.5**

### Early Childhood Education Core 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.

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
<b>Or</b>			
ECE	110	Child Development	3
ECE	112	Child, Family, and Community	3
ECE	114	Principles and Practices of Teaching Young Children	3
ECE	115	Introduction to Early Childhood Curriculum	3
<b>TOTAL CERTIFICATE UNITS</b>			<b>12</b>

### Licensing Coursework Requirements:

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

1. Child or Human Growth and Development (ECE 101 or 110)
2. Child, Family and Community, or Child-Family Relations (ECE 112)
3. Programs and Curriculum (ECE 114\*, 115\*, 116, 120, 131, 132, 133, 134, 135, 137, 205, 208, 217, 218, 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.

4. For Child Development Assistant Teacher Permit: Six units of early childhood education (ECE) or child development (CD) courses. No experience requirement.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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:

10. Child or Human Growth and Development (ECE 101 or 110)
11. Child, Family and Community, or Child-Family Relations (ECE 112)
12. 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. (CSU)

### ECE 101: Introduction to Child Development

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

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

### ECE 110: Child Development

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

This course examines major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. Interactions between maturational processes and environmental factors are emphasized. While studying developmental theory and investigative research methodologies, students observe children, evaluate individual differences and analyze characteristics of development at various stages. The course meets Department of Social Services licensure requirements for coursework in ECE and Child Development Permits. (CSU/UC) AA/AS Area B, CSU Area D-7 and E, IGETC Area 4, C-ID: CDEV 100

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

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

This course examines the developing child in a societal context, focusing on the interrelationship of family, school and community, emphasizing historical and sociocultural factors. It highlights the processes of socialization and identity development, showing the importance of respectful, reciprocal relationships that support and empower families. The course is required by the Department of Social Services to satisfy licensure requirements for coursework in ECE and Child Development Permits. (CSU) AA/AS Area B, CSU Area D-7, C-ID: CDEV 110

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

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

An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs and environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all children. Includes review of the historical roots of early childhood programs and the evolution of professional practices promoting advocacy, ethics and professional identity. (CSU) C-ID: ECE 120

### ECE 115: Introduction to Early Childhood Curriculum

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

An overview of the knowledge and skills required to provide appropriate curriculum and environments for children from birth to age six. Students examine the teacher's role in supporting development and engagement for all young children. The course provides strategies for developmentally-appropriate practices based on observation and assessments across the curriculum, including academic content areas; play, art and creativity; and development of social-emotional, communication, and cognitive skills. (CSU) C-ID: ECE 130

**ECE 116: Observation and Assessment**

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

This course focuses on the appropriate use of assessment and observation strategies that document development, growth, play and learning to join with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios and multiple assessment tools are explored. (CSU) C-ID: ECE 200

**ECE 120: Planning and Teaching an After School Program**

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

This course includes age-appropriate activities for after school programs, aspects of after school care, and strategies for working with and understanding children in after school settings. (CSU)

**ECE 131: Health, Safety, and Nutrition Practices for Young Children**

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

Introduction to the laws, regulations, standards, policies, procedures and early childhood curriculum related to children's health, safety and nutrition. Key components ensuring physical and mental health and safety for both children and staff are identified, along with the importance of collaboration with families and health professionals. Certificates issued upon successful completion of Pediatric CPR and First Aid training components. (CSU) C-ID: ECE 220

**ECE 132: Planning and Leading Circle Times with Young Children**

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

This course examines approaches for planning and leading circle times for preschoolers, toddlers, school-agers and mixed age groups. Features ideas for materials, songs and activities for large groups, and strategies for managing groups and guiding young children during circle times. The course can be applied towards licensing and Child Development Permit coursework requirements in the subject area of Programs and Curriculum. (CSU)

**ECE 133: Creative Art Curriculum for Young Children**

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

In this course students learn how to plan, design and present a process-oriented art curriculum for young children. Through in-class hands-on art activities, students sample a variety of media for children. An overview of current trends in early art education is also included. (CSU)

**ECE 134: Understanding Young Children's Temperaments**

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

This course provides information about how to work with children of different temperaments. It includes an examination of the different temperament types, an overview of research on temperament and children, how to recognize the different temperamental traits, and strategies and approaches for working successfully with young children of different temperamental types in group care and classroom settings. (CSU)

**ECE 135: Working With Children's Challenging Behavior**

2.0 Units. 2 lecture hrs/wk. No prerequisite.

In this course, students discuss descriptors and characteristics of challenging behavior of young children in early childhood classroom settings. Strategies and approaches for managing such behavior are featured. Methods for working with parents when their child displays challenging behavior and for locating outside help are also included. (CSU)

**ECE 137: Emergent Literacy in the Early Childhood Classroom**

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

This course introduces students to developing early literacy curriculum that aligns with California Infant/Toddler and Preschool Learning Foundations and Frameworks. Includes methods for setting up a classroom and planning curriculum to foster the development of language and literacy skills. (CSU)

**ECE 205: Integrated Curriculum and the Project Approach**

3.0 Units. 3 lecture hrs/wk. Prerequisite: ECE 115. Advisory: ECE 114.

This course provides information, ideas, and hands-on experience in developing curriculum for young children that integrates activities across all areas of the curriculum--mathematics, language arts, science, art, music and movement. The course introduces the innovative project approach demonstrated in the preschools of Reggio Emilia, Italy. (CSU)

**ECE 208: Teaching in a Diverse Society**

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

Examination of the development of social identities in diverse societies, including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies are explored, emphasizing culturally and linguistically appropriate anti-bias approaches, supporting all children in becoming competent members of a diverse society. Includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling. (CSU) C-ID: ECE 230

**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: Infant and Toddler Development**

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

A study of infants and toddlers from pre-conception to age three, including physical, cognitive, language, social, and emotional growth and development. The course applies theoretical frameworks to interpret behavior and interactions between heredity and environment, emphasizing the role of family and relationships in development. (CSU)



**ECE 219: Care and Education for Infants and Toddlers**

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

This course applies current theory and research to the care and education of infants and toddlers in group settings, and examines essential policies, principles, and practices that lead to quality care and developmentally appropriate curriculum for children from birth to 36 months. (CSU)

**ECE 220A: Early Childhood Education Administration A**

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

Introduction to the administration of early childhood programs. Covers program types, budget, management, regulations, laws, and development and implementation of policies and procedures. Examines the administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program. The course can be applied toward the administration course requirement of the Site Supervisor and Program Director Child Development Permits and meets Community Care Licensing standards for administration courses required for Directors. (CSU)

**ECE 220B: Administration II: Personnel and Leadership in Early Childhood Education**

3.0 Units. 3 lecture hrs/wk. Prerequisite: ECE 220A or concurrent enrollment.

Effective strategies for personnel management and leadership in early care and education settings. Includes legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program. (CSU)

**ECE 222: Curriculum & Strategies for Children with Special Needs**

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

Covers curriculum and intervention strategies for working with children with special needs in partnership with their families. Focuses on the use of observation and assessment in meeting the individualized needs of children in inclusive and natural environments. Includes the role of the teacher as a professional working with families, collaboration with interdisciplinary teams, and cultural competence. (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 Program 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. No prerequisite. Hours will vary with selected topic.

Specialized and contemporary topics in ECE are the focus of this course. The subject matter varies with the needs and interests of the students. The course content meets educational requirements for Department of Social Services licensing and Child Development Permit attainment. (CSU)

**ECE 260ABCD: Marin Childcare Conference and Follow-up One-Day Workshop**

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

This is a conference format course; topics and content will vary. Part 1: "Striving for Excellence" conference sponsored by Marin Child Care Council in an off-campus location. Participants attend keynote address and participate in workshops on current issues, trends and policies in ECE. Part 2: held on campus, expands on conference topics and focuses on implementation of new information into teaching practices. This course may be counted in "Programs and Curriculum" category for licensing and Child Development permits. (CSU)

**ECE 261: Early Childhood Education Conference Course**

0.5 Unit. 0.5 lecture hrs/wk. Repeat: 3. No prerequisite.

This is a conference-format course. Topics and content vary. The course can be used to meet Professional Growth requirements for renewal of the Teacher, Master Teacher, Site Supervisor, or Director level of Child Development Permit issued by the California Commission on Teacher Credentialing. (CSU)

**ECE 261ABC: Early Childhood Education Conference Course A, B, C, or D**

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

These are conference-format courses. Topics and content of the courses vary. They may be used to meet "Professional Growth" requirements for renewal of the Teacher, Master Teacher, Site Supervisor, or Director levels of the Child Development Permit issued by the California Commission on Teacher Credentialing. (CSU)

### ECE 280: Early Childhood Education Fieldwork and Seminar I: Beginning Practicum

3.0 Units. 1 lecture and 6 lab hrs/wk. Prerequisite: ECE 115. Advisory: ECE 116. Other limitations on enrollment: evidence of physical exam and TB test within past 6 months and up-to-date immunization records; also must complete Criminal Record Clearance statement prior to fieldwork placement.

A demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. (CSU) C-ID: ECE 210

### 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.

Methods and principles of supervising student teachers, volunteers, staff, and other adults in early care and education settings. The course emphasizes roles and development of early childhood professionals as mentors and leaders. It meets the requirements on the Child Development Permit Matrix for adult supervision units required for Master Teacher or Site Supervisor permits. (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

## A.A.-T. IN ECONOMICS

### Associate in Arts in Economics for Transfer degree (AA-T)

This degree is primarily intended for the student who wants to earn a degree on the way to transferring to a California State University.

### To complete the Associate in Arts in Economics for Transfer degree, a student must:

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Complete all courses in the major with a grade of "C" or better, or "P" if the course is taken as "pass/no pass."
3. Obtain a minimum grade point average of 2.0.

REQUIREMENTS				UNITS
<b>Required Core Courses:</b>				
ECON	101	Principles of Macroeconomics		3
ECON	102	Principles of Microeconomics		3
MATH	115	Probability and Statistics		4
<b>Or</b>				
STAT	115	Introduction to Statistics		4
MATH	121	Calculus I with Applications		3
<b>And</b>				
MATH	122	Calculus II with Applications		3
<b>Or</b>				
MATH	123	Analytic Geometry and Calculus I		5
<b>List A. Select one course:</b>				
MATH	124	Analytic Geometry and Calculus II		5
BUS	112	Financial Accounting		4
BUS	113	Managerial Accounting		5
CIS	110	Introduction to Computer Information Systems		3
BUS	144	Business Communication		3
<b>List B. Select one course:</b>				
Any List A. course not already used				
MATH	223	Analytic Geometry, Vector Analysis and Calculus III		5
MATH	116	Linear Algebra		3
<b>Total Major Units</b>				<b>21-26</b>
Maximum Units Double-Counted (IGETC/CSU-GE):				9 units/9 units
Required IGETC/CSU-GE Breadth:				37 units/39 units

Remaining CSU Transferable Electives (IGETC/CSU-GE):

6-11 units/4-9 units

### TOTAL DEGREE UNITS

60

Upon successful completion of this degree, students will be able to:

- Apply critical thinking and analytical methods to evaluate the credibility of economic theories, concepts, research, and models.
- Analyze the supply and demand model from both a macroeconomic and microeconomic perspective.
- Evaluate the costs and benefits of government action in markets.
- Describe the interconnections between the U.S. and the global economy.
- Explain the interdependent relationship between economies and the environment.

## ECONOMICS COURSES (ECON)

### ECON 101: Principles of Macroeconomics

3.0 Units. 3 lecture hrs/wk. Prerequisite: Math 101 or 101AB or 101XY or sufficient score on Math Placement Test. Advisory: Eligibility for ENGL 120. ECON 102 may be taken before ECON 101.

This introductory course provides a comprehensive overview of the economy as a whole by examining both long-run and short-run macroeconomic issues. Topics include scarcity, comparative economic systems, domestic output and national income, growth, unemployment, inflation, aggregate demand and supply. It also includes an examination of international trade, government stabilization policy, money and banking, and financial institutions. Students are exposed to both macroeconomic theory and contemporary macroeconomic issues. Special emphasis is placed on developing economic tools and applying those tools to understanding contemporary issues. (CSU/UC) AA/AS Area B, CSU Area D-2, IGETC Area 4B, C-ID: ECON 202

### ECON 102: Principles of Microeconomics

3.0 Units. 3 lecture hrs/wk. Prerequisite: Math 101 or 101AB or 101XY or satisfactory score on the Math Assessment Test. Advisory: Eligibility for ENGL 120. ECON 101 and ECON 102 may be taken in either order.

This course introduces microeconomic analysis and focuses on choices of individual economic decision-makers. Topics include the economic perspective, how markets work, market failures, consumers, producers and efficiency, businesses and costs of production in various market structures, gains from trade, and globalization. (CSU/UC) AA/AS Area B, CSU Area D-2, IGETC Area 4B, C-ID: ECON 201

### ECON 120: Introduction to Environmental Economics

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: ECON 101 or 102.

This course introduces the interdependent relationship between economics and the environment. It focuses on how to apply economic concepts to study the sources of, and remedies for, environmental problems. It examines analytical tools of economics, such as cost-benefit analysis and welfare analysis, to study problems with environmental dimensions, and covers the circumstances in which markets fail to efficiently allocate resources in the presence of negative externalities. Students learn objectives used in the development of environmental policies, and examine the role of government and policies to address issues such as energy, water, biodiversity, wildlife,

global climate change, and long-term sustainability. (CSU/UC) AA/AS Area B, CSU Area D, IGETC Area 4

### 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 introduces students to the origins, current status, and future trends of major transnational issues confronting the global community. Topics may include population trends, economic development and equality, basic human needs (for food, water, healthcare), human rights, international conflict and security concerns, and environmental problems. When possible, informed participants in world and national events will 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

### Education 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.

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 120A: Electrical and Alternative Energies Fundamentals

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

Introduction to the principles, terminology, and measurements of electrical circuits, including the fundamentals of AC/DC circuits and their common uses. Includes an introduction to the generation of power by solar photovoltaic, solar thermal, wind, hydrogen cells, and electric vehicles. (CSU)

### ELEC 120B: Electrical and Alternative Energies Troubleshooting

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

Review of the principles, terminology, and measurements of electrical circuits, including the fundamentals of AC/DC circuits, their common uses, and simple troubleshooting techniques. Includes an introduction to the generation of power by solar photovoltaic, solar thermal, wind, hydrogen cells, and electric vehicles. (CSU)

### ELEC 120C: Electrical and Alternative Energies Repair

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

Review of the principles, terminology, and measurements of electrical circuits, including the fundamentals of AC/DC circuits and their common uses, and an introduction to the generation of power by solar photovoltaic. Emphasis on solar thermal, wind, hydrogen cells, and electric vehicles. (CSU)

### ELEC 200A: Solar Photovoltaic Design for Residential and Small Commercial: Fundamentals

3.0 Units. 3 lecture hrs/wk. No prerequisite. Six lecture hours weekly for eight weeks.

An introductory course for residential and small commercial owners and those wishing to gain jobs in the solar field. It covers electrical and photovoltaic (PV) theory, guiding students through the steps to design and install a complete working PV system for the home or small commercial building. The course qualifies students to take the National NABCEP (North American Board of Certified Energy Practitioners) Test. (CSU)

### ELEC 200B: Solar Photovoltaic Design for Residential and Small Commercial: Troubleshooting

3.0 Units. 3 lecture hrs/wk. No prerequisite. Six lecture hours weekly for eight weeks.

Review course for residential and small commercial owners and those wishing to gain jobs in the solar field. It guides students through the steps to design and install a PV system for the home or small commercial building, introduces troubleshooting techniques, and qualifies students to take the National NABCEP (North American Board of Certified Energy Practitioners) Test. (CSU)

### ELEC 200C: Solar Photovoltaic Design for Residential and Small Commercial: Repair

3.0 Units. 3 lecture hrs/w. No prerequisite. Six lecture hours weekly for eight weeks.

Review course for residential and small commercial owners and those wishing to gain jobs in the solar field. It guides students through the steps to design and install a PV system for the home or small commercial building and covers troubleshooting techniques. It introduces repair techniques and qualifies students to take the National NABCEP (North American Board of Certified Energy Practitioners) Test. (CSU)

### ELEC 260: Electronic Instrument Certification

3.0 Units. 3 lecture hrs/wk. No prerequisite. May be taken as AUTO 260 or ELEC 260; credit awarded for only one course.

This course guides students through all levels of electrical measurement using the digital multimeter, increasing students' technological capabilities with the meter from 20% to 90%. The course also uses the automotive scanner to teach diagnostic research/repair information with multi-leveled equipment. Students learn to efficiently and effectively utilize 90% of the features. The course concludes with the training and certification on various torque instruments. (CSU)

### ELEC 290A: Electric Vehicle Conversion and Hybrid Maintenance

3.0 Units. 2.5 lecture and 1.5 lab hrs/wk. No prerequisite. May be taken as ACRT 290A 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)



### **ELEC 292A: Electric and Hybrid Vehicle Design and Maintenance Fundamentals**

3.0 Units. 2.5 lecture and 1.5 lab hrs/wk. No prerequisite. May be taken as AUTO 292A or ELEC 292A; credit awarded for only one course.

This course covers electric and hybrid vehicle maintenance and design, emphasizing the principles behind component layout, battery rack and box design, construction details, and electrical wiring. The course introduces hands-on experience with these components, as well as AC and DC drive systems, types of batteries, selecting the right chassis, transmission adapter housing design, and handling chargers and controllers. (CSU)

### **ELEC 292B: Electric and Hybrid Vehicle Design and Maintenance Troubleshooting**

3.0 Units. 2.5 lecture and 1.5 lab hrs/wk. No prerequisite. May be taken as AUTO 292B or ELEC 292B; credit awarded for only one course.

This course covers the maintenance and design of hybrid and electric vehicles, guiding students through the complete process of understanding car design, and introducing the troubleshooting of hybrids and high-voltage electric cars. (CSU)

### **ELEC 292C: Electric and Hybrid Vehicle Design and Maintenance Repair**

3.0 Units. 2.5 lecture and 1.5 lab hrs/wk. No prerequisite. May be taken as AUTO 292C or ELEC 292C; credit awarded for only one course.

This course covers the maintenance and design of hybrid and electric vehicles, guiding students through the complete process of understanding car design, and introducing the troubleshooting of hybrids and high-voltage electric cars, and the repair techniques needed. (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

## **ENGINEERING COURSES (ENGG)**

### **ENGG 110: Introduction to Engineering**

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: Math 103 or 103AB or 103XY or satisfactory score on Math Assessment Test.

An introduction to the engineering profession and its different fields. The course explains engineering education pathways and explores effective strategies for students to reach their full academic potential. It also provides an understanding of engineering processes and tools, including experimentation, data analysis, and computer and communication skills. Emphasis is given to academic success strategies, technical communications, ethical considerations, and engineering design and analysis skills applied to illustrative projects and problems drawn from various engineering fields. MS Excel and a high-level computer language (MATLAB or equivalent) are integral parts of the course. (CSU/UC) C-ID: ENGR 110

### **ENGG 110A: Introduction to the Engineering Profession**

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

ENGG 110A taken with ENGG 110B are equivalent to ENGG 110. An overview of the engineering profession, including its influence on society, its opportunities and obligations, and its educational requirements. Components of the course include a survey of career fields and a discussion of academic requirements at College of Marin and other institutions. Students develop career goals, academic plans, and personal success strategies. (CSU/UC)

### **ENGG 110B: Introduction to Engineering Design and Analysis**

2.0 Units. 1 lecture and 3 lab hrs/wk. Prerequisite: Math 103 or 103AB or 103XY or satisfactory score on Math Assessment Test.

ENGG 110A taken with ENGG 110B are equivalent to ENGG 110. A hands-on introduction to team-oriented engineering design and problem-solving. Provides an understanding of engineering design processes and tools including experimentation, data analysis, and computer and communication skills, applied to illustrative projects and problems drawn from various engineering fields. MS Excel and a high-level computer language (MATLAB or equivalent) are integral parts of the course. (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) C-ID: ENGR 120

### **ENGG 125: Introductory Engineering Graphics**

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Math 104 or 109 or satisfactory score on Math Assessment Test.

This course covers the principles of engineering drawings in visually communicating engineering designs and provides an introduction to computer-aided design (CAD). Topics include the development of vi-

sualization skills; orthographic projections; mechanical dimensioning and tolerancing practices; and the engineering design process. Assignments develop sketching and 2-D and 3-D CAD skills. The use of CAD software is an integral part of the course. (CSU/UC) C-ID: ENGR 150

### **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.

This course utilizes the MATLAB (or a functionally equivalent) software environment to provide students with a working knowledge of computer-based problem-solving methods relevant to science and engineering. It introduces the fundamentals of procedural programming, numerical analysis, and data structures, as well as elementary concepts of object-oriented programming. Examples and assignments in the course are drawn from practical applications in engineering, physics, and mathematics. (CSU/UC) C-ID: ENGR 220

### **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) C-ID: ENGR 260

### **ENGG 220L: Electric Circuit Analysis Laboratory**

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

This optional lab to accompany ENGG 220 introduces the construction and measurement of electric circuits. Students learn how to use oscilloscopes, multimeters, function generators, power supplies, and computer simulation tools to study electric circuits. They also build and analyze a variety of circuits, including those with operational amplifiers, and investigate DC, transient, and AC steady state behavior. (CSU/UC) C-ID: ENGR 260

### **ENGG 230: Engineering Dynamics**

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGG 235.

This course covers the fundamentals of kinematics and kinetics of particles and rigid bodies. Topics include kinematics of particle motion, Newton's second law, work-energy and momentum methods, kinematics of planar and three-dimensional motions of rigid bodies, D'Alembert's principle, work-energy and momentum principles for rigid body motion, and an introduction to mechanical vibrations. (CSU/UC) C-ID: ENGR 230

### **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 approaches for the two- and three-dimensional analysis of forces and moments acting on engineering structures in equilibrium; center of gravity and centroids; distributed loadings, including dry friction and fluid statics; trusses and beams, including shear and bending moment diagrams; and area and mass moments of inertia, including application of Mohr's circle. (CSU/UC) C-ID: ENGR 130

### **ENGG 245: Engineering Materials Science**

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisites: CHEM 131 and PHYS 207A.

This course presents the internal structures and resulting behaviors of materials used in engineering applications, including metals, ceramics, polymers, composites, and semiconductors. The course emphasizes the ability both to select appropriate materials to meet engineering design criteria, and to understand the effects of heat, stress, imperfections, and chemical environments upon material properties and performance. Laboratories provide opportunities to directly observe the structures and behaviors discussed in the course, operate testing equipment, and prepare reports. (CSU/UC) C-ID: ENGR 240/140

## **ENGLISH**

The essence of the English major involves the development of skills and techniques such as looking at language development and literature in-depth. This elicits the ability to analyze, to ascertain assumptions, to determine values, and to make intelligent judgments and decisions. For these reasons, a major in English would be appropriate for the professions of law, medicine, or industry.

### **Career Options**

Advertising Copy Writer, Bookstore Manager/Staff, Continuity Writer, Editor, Foreign Service Officer, Freelance Writer, Fundraiser, Grant Writer, Interviewer, Journalist, Lawyer, Legislative Assistant, Librarian, Management Trainee, Media Specialist, News Analyst, Newspaper Reporter, Personnel Specialist, Public Information Officer, Publicity Director, Publishing Agent, Radio/TV Announcer, Reader, Research Assistant, Sales Representative, Scriptwriter, Speech Pathologist, Teacher, Technical Writer, Training Specialist

### **Faculty**

Windee Cottle, Ingrid Kelly, David King, Alisa Klinger, Karen Koenig, Cara Kreit, Trine Miller, Alicia (Meg) Pasquel, John Sutherland, James Tipton, Stephanie Wells, Blaze Woodlief

Department Phone:

Kentfield Campus: 415-485-9348

Indian Valley Campus: 415-883-2211, Ext. 7644

## **A.A.-T. IN ENGLISH**

### **Associate in Arts in English for Transfer degree (AA-T)**

This degree is primarily intended for the student who wants to earn a degree on the way to transferring to a California State University. It provides students with a solid basis for the continuing study of English, American and world literature and develops skills in critical thinking and writing. An English major is the foundation for careers requiring verbal proficiency, analytic skills, literary competence, insight, and the exercise of judgment.

### **To complete the Associate in Arts in English for Transfer degree (AA-T), a student must:**

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. Up to 12 units may be double-counted.
2. Complete all courses in the major with a grade of "C" or better, or "P" if the course is taken as "pass/no pass."
  3. Obtain a minimum grade point average of 2.0.

REQUIREMENTS			UNITS
<b>Required Core Course (4 units):</b>			
ENGL	151	Reading and Composition (1B)	4
<b>List A - select two courses (6 units):</b>			
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
<b>List B - select two courses (6 units):</b>			
(Or any course from List A not used above)			
ENGL	202	Creative Writing I	3
ENGL	212	Introduction to Poetry	3
ENGL	230	Survey of Shakespeare	3
<b>List C - select one course (3 units):</b>			
(Or any course from Lists A or B not used above)			
ENGL	203	Creative Writing II	3
ENGL	208	Short Fiction	3
ENGL	214	The Popular Novel	3
ENGL	218	The American Short Story	3
ENGL	219	Voices and Visions	3
ENGL	235	Women in Literature	3
ENGL	237	The Literature of American Cultures	3
ENGL	240	Classic Children's Literature	3
ENGL	242	Global Writings	3
JOUN	115	Reporting and Writing for Mainstream Media	3
BUS	144	Business Communication	3
SPCH	140	Oral Interpretation of Literature I	3
HUM	100A	Introduction to Humanities: Ancient Greece to the Medieval Period	3
<b>Or</b>			
HUM	100B	Introduction to Humanities: Renaissance to the Modern Period	3
DRAM	110	Introduction to Theatre	3
<b>TOTAL MAJOR UNITS</b>			<b>19</b>

Upon successful completion of this degree, students will be able to:

- Demonstrate persuasive rhetorical understanding and skill as readers and writers.
- Write clear, thoughtful prose demonstrating all stages of the writing process.
- Identify arguments, patterns and strategies of textual organization.
- Analyze the effects of different cultural perspectives on traditional and contemporary issues.

## 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.

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) 485-9469 (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 092 THROUGH ENGL 097)

Please see College Skills category for department information.

### ENGL 092: Reading and Writing Skills

5.0 Units. 5 lecture hrs/wk. No prerequisite. Corequisite: ENGL 92L.

Students develop their abilities to analyze and respond to reading material in a variety of disciplines. At the same time, they learn to construct well-organized and developed paragraphs using correct grammar and sentence structure.

### ENGL 092L: Reading & Writing Skills Lab

1.0 Unit. 3 lab hrs/wk. No prerequisite. Corequisite: English 92.

In this course, students practice and extend the reading, grammar, and writing skills introduced in English 92, receiving personal help with assignments from a professional staff.

### ENGL 093: College Reading and Composition

5.0 units. 5 lecture hrs/wk. Corequisite: ENGL 093L.

This course prepares students for success in college-level reading and writing tasks. Students practice reading, writing, and critical thinking to improve reading comprehension and to 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 explore the connections among readings, personal experiences, observations, and class discussions.

### ENGL 093L: College Reading and Composition Lab

1.0 unit. 3 lab hrs/wk. Corequisite: ENGL 093.

In this course, students practice and extend the reading, writing, and grammar skills introduced in English 93, receiving personal help with assignments from a professional staff.

### 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 93 or ESL 83 or HUM 101 or English Placement Test or equivalent.

This course prepares students for success in college-level reading and writing tasks. Students practice reading, writing, and critical thinking to improve reading comprehension and to 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 explore the connections among readings, personal experiences, observations, and class discussions. Requires one hour weekly of guided practice in the English Skills Lab.

**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 ENGL 93 or HUM 101 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.

**ENGL 116NC: Reading in Biology**

0.0 Units. 3 lecture hrs/wk. No prerequisite. May be repeated. Corequisite: BIOL 110.

Readings and assignments in this noncredit course are based on readings assigned in BIOL 110. During the first week of classes, Biology 110 students are given a reading assessment by the ENGL 116S instructor. The ENGL 116S instructor delivers the results of the assessment confidentially to each student, and advises them whether they could benefit from taking ENGL 116S. Not every BIOL 110 student must take ENGL 116S, but every student who takes ENGL 116S must be enrolled in BIOL 110.

**COLLEGE LEVEL COURSES - TRANSFERABLE****ENGL 101: The Human Condition**

3.0 Units. 3 lecture hours plus one additional lab hour required weekly. May be taken as HUM 101 or ENGL 101; credit awarded for only one course.

This interdisciplinary course challenges students to further develop critical reading, writing, and thinking abilities through comparative study of materials from literature and various disciplines. Students evaluate shared cultural experiences that have shaped and continue to shape the human condition. The course examines the various impulses, needs, and forces that have influenced the human struggle for order, acceptance, knowledge, understanding, self-expression, power, freedom, individuality, and survival. (CSU)

**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 116S: Readings in Biology**

3.0 Units. 3 lecture hrs/wk. No prerequisite. Corequisite: BIOL 110.

Readings and assignments in this course are based on readings assigned in BIOL 110. During the first week of classes, Biology 110 students are given a reading assessment by the ENGL 116S instructor. The ENGL 116S instructor delivers the results of the assessment confidentially to each student, and advises them whether they could benefit from taking ENGL 116S. Not every BIOL 110 student must take ENGL 116S, but every student who takes ENGL 116S must be enrolled in BIOL 110. (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 120AC: Accelerated Introduction to College Reading and Composition**

5.0 Units. 5 lecture hrs/wk. Prerequisite: ENGL 92 and 92L or English Placement Test.

In this rigorous, accelerated course, students develop skills in reading, writing and critical thinking to prepare for ENGL 150 and for success in other courses with college-level reading and writing tasks. The course emphasizes writing clearly, and constructing logical, well-supported arguments; it focuses on standard English usage, diction, punctuation, grammar, and sentence variety within the context of the essay. Students write five out-of-class and two in-class essays, and read, analyze, and respond to two full-length books and short academic texts. Requires two weekly hours of guided practice in the Writing Center or English Skills Lab.

## **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)**

4.0 Units. 4 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or 120AC or English Placement Test or equivalent.

This course develops and refines students' writing, reading, and critical thinking abilities. Students read and discuss various works and write expository and argumentative prose, including a research paper. The course emphasizes gathering, evaluating and documenting evidence. During the semester, students are required to write numerous essays for a total of between 8,000-10,000 words. (CSU/UC) AA/AS Area D, CSU Area A-2, IGETC Area 1A, C-ID: ENGL 100

## **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, C-ID: ENGL 110

## **ENGL 155: Critical Thinking and Composition**

4.0 Units. 4 lecture hrs/wk. Prerequisite: ENGL 150 or equivalent.

This course develops rhetorical, critical, argumentative, and organizational skills in written composition, and heightened perceptivity in analytical reading. Extensive analysis of writing models focuses on deductive, inductive, and inferential reasoning; assumptions and inferences embedded in arguments; informal logical fallacies; divergent world views; and incoherencies and biases in presentation. Student essays are expected to demonstrate a capacity for presenting complex ideas in a clear, coherent, and convincing manner, with particular attention to organization and style. A minimum of 8,000 words of writing is required of each student. (CSU/UC) AA/AS Area E, CSU Area A-3, IGETC Area 1B

## **ENGL 202: Creative Writing I**

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or 120AC or English Placement Test or equivalent.

This reading and writing course engages eligible students in both the study and practice of the crafts of fiction, poetry, and drama. (CSU/UC) AA/AS Area C, CSU Area C-2, C-ID: ENGL 200

## **ENGL 203: Creative Writing II**

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or 120AC or equivalent, and ENGL 202.

This reading and writing course engages eligible students in both the study and practice of the crafts of fiction, poetry, and drama. It continues and develops the study and practice begun in ENGL 202. (CSU/UC) AA/AS Area C, CSU Area C-2

## **ENGL 208: Short Fiction**

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.

This course introduces short fiction through selected works by a variety of authors (such as Chekhov, Hawthorne, Hemingway, Oates, Saunders, and Moore) and related criticism, which might also be supplemented with videos, graphics, and other related texts. Students read and write about literature, and explore questions of interpretation, evaluation, and definition within a cultural and historical context. They analyze and compare selected works for thematic content and express their understanding through written responses, examinations, presentations, and classroom discussion. (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. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.

This course introduces the popular American novel, especially those adapted for the screen, through reading selected works of a variety of authors (such as Fitzgerald, Capote, Morrison, Vonnegut, DeLillo, and Boyle) and related criticism, which might also be supplemented with videos, graphics, and other related texts. Students read and write about literature, and explore questions of interpretation, evaluation, and definition within a cultural and historical context. They analyze and compare selected works for thematic content and express their understanding through written responses, examinations, presentations, and classroom discussion. (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 120 or 120SL or English Placement Test or equivalent.

This course introduces the American short story through reading selected works and related criticism, which might also be supplemented with videos, graphics, and other related texts. Students read and write about works by authors such as Kate Chopin, Ernest Hemingway, Alice Walker, and Sherman Alexie, exploring questions of interpretation, evaluation, and definition, within a cultural and historical context. They analyze and compare selected works for thematic content and express their understanding through written responses, examinations, presentations, and classroom discussion. (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 eight American poets in depth. Beginning with precursors Whitman and Dickinson, the programs cover the entire range of twentieth century verse. Each writer's work is considered within a broad context, involving literary tradition and cultural developments, but with attention to geographic locale, family background, and individual preoccupations. 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, as well as related criticism. 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. Students analyze and compare selected works for thematic content and express their understanding through written responses, examinations, presentations, and classroom discussion. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

### **ENGL 221A: Survey of American Literature Through 1865**

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or 120AC 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 society. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B, C-ID: ENGL 130

### **ENGL 221B: Survey of American Literature Since 1865**

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or 120AC 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 society. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B, C-ID: ENGL 135

### **ENGL 222: Survey of British Literature Through 1800**

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.

This survey covers major texts in English literature, from its Anglo-Saxon beginnings through the initial stages of modern English in the mid-17th century and into the 18th century Age of Enlightenment, including texts such as Beowulf, Milton's Paradise Lost, and Swift's Gulliver's Travels. 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, C-ID: ENGL 160

### **ENGL 223: Survey of English Literature Since 1800**

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or 120AC or English Placement Test or equivalent.

This survey course in British literature covers important works from the late 18th century through the 21st 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, C-ID: ENGL 165

### **ENGL 224: Survey of World Literature Through 1650**

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.

This course surveys representative literature from around the world, from ancient times to the 17th century (excluding British and American literature). Students explore a diverse range of works in translation from a variety of cultural traditions, including epics from ancient civilizations, foundational texts from the world's major religions, timeless works of drama and performance, and classics that have influenced literature and culture around the world up to today. Students analyze and compare selected works while exploring the significance of translation, historical context, cultural exchange, and the evolution of literary forms around the world and throughout the

centuries. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B, C-ID: ENGL 140

### **ENGL 225: Survey of World Literature Since 1650**

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.

This course surveys representative literature from around the world, from the 17th century to the 21st century (excluding British and American literature). Students explore fiction, poetry, drama, and nonfiction through a variety of cultural and intellectual movements, such as Enlightenment philosophy, Romanticism, Realism, Modernism, Postmodernism, and Postcolonialism. They analyze and compare selected works while exploring the significance of translation, historical context, cultural exchange, and the cross-pollination of literary forms and movements around the modern world. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B, C-ID: ENGL 145

### **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 covers representative plays from the course of Shakespeare's career, focusing on examples of history plays, comedies, and tragedies. May also include some sonnets. Lectures focus on analysis of the plays' language and cultural context, and discussions consider themes, characters, and dramatic structure. Students analyze and compare selected works for thematic content and express their understanding through written responses, examinations, presentations, and discussion. (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 women in Western literature from Greek tragedy through contemporary texts, with a particular emphasis on women writing in English, is examined through the analysis of selected works. Lectures and discussions concentrate on such issues as the conception of female characters, women's language and genres, the development of a tradition of women's literature, the evolution of women's education and social activism, the influences of specifically gendered experiences such as maternity and wifehood on women's writing, and relevant political and cultural contexts. This historical survey concludes with contemporary writing by minority women in the United States and in an international context. (CSU/UC) AA/AS Area C and G, CSU Area C-2, IGETC Area 3B

### **ENGL 237: The Literature of American Cultures**

3.0 Units. 3 lecture hrs/wk. Prerequisite: English 120 or 120SL or English Placement Test or equivalent.

Students explore the richness and diversity of American culture by studying the literature of several social and ethnic groups, including works by African-American, Native American, Jewish American, Chicano/Latino, and Asian American writers. Through close readings of representative texts, the course focuses on themes of identity and community in the context of 20th- and 21st-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.

This course explores the key elements of representative children's literature from a variety of cultures, periods, and genres. Students examine and compare the social, philosophical, aesthetic, and spiritual values in major works of children's literature. The course introduces critical theories and techniques for analysis, but emphasizes practical criticism for the non-specialist. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B, C-ID: ENGL 180

### **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.

Students explore the cultural diversity and complex history of our globalized world through a variety of 20th and 21st century writings. Students discuss and analyze representative literary and expository texts, focusing on colonial exploitation, political domination, liberation, formations of racism, gender inequality, expressions of cultural power, ethnic conflict and division, immigration and migrancy, and processes of globalization. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

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

This program, administered by the College Skills department, consists of credit and noncredit courses, and is recommended for nonnative speakers of English. It offers students the opportunity to develop and practice basic English grammar, writing, and reading skills. In addition, beginning, intermediate and advanced courses are offered to help students improve their listening and speaking communication skills. Noncredit courses are offered from beginning to intermediate levels. Students may enroll in intermediate to advanced level courses for credit or noncredit.

For more information about the ESL program, visit [esl.marin.edu](http://esl.marin.edu) or contact the department located in the Academic Center, Room 109, Kentfield Campus.

Please see College Skills category for department information.

#### **Faculty (Noncredit)**

Cheo Massion, Sara McKinnon, Patricia Seery

#### **Faculty (Credit)**

Rebecca Beal, Barbara Bonander, Beth Patel, Wendy L. Walsh, Blaze Woodlief

Department Phone: 415-485-9642

#### **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).

**Credit ESL Skills Certificates**

REQUIREMENTS			UNITS
<b>Intermediate ESL Certificate</b>			
ESL	053	Intermediate ESL: Writing and Grammar	0
ESL	056	Intermediate ESL: Words I	0
<b>High Intermediate ESL Certificate</b>			
ESL	063	High Intermediate ESL: Writing and Grammar	0
ESL	066	High Intermediate ESL: Words II	0
<b>Low Advanced ESL Certificate</b>			
ESL	073	Low Advanced ESL: Writing and Grammar	0
ESL	076	Low Advanced ESL: Words II	0
<b>Listening/Speaking Skills B Certificate</b>			
ESL	060	Intermediate ESL: Listening and Speaking	0
ESL	080	Advanced ESL: Listening and Speaking	0
<b>Intermediate Pronunciation Certificate</b>			
ESL	058A	Pronunciation for Non-Native English Speakers A	0
ESL	058B	Pronunciation for Non-Native English Speakers B	0
<b>ESL for Childcare Workers Certificate</b>			
ESLV	004	English for Childcare A	0
ESLV	005	English for Childcare B	0
<b>ESL for Customer Service Certificate</b>			
ESLV	001	ESL for Customer Service	0
ESLN	011	Intermediate ESL for Customer Service	0

**CDCP (Career Development and College Preparation) Noncredit Certificates of Completion**

REQUIREMENTS			UNITS
<b>ESL Beginning Certificate</b>			
Complete the following two courses:			
ESLN	010A	Beginning ESL A	0
ESLN	010B	Beginning ESL B	0
Or complete the following combined (long) course:			
ESLN	010L	Beginning ESL - Long	0
<b>ESL High Beginning Certificate</b>			
Complete the following two courses:			
ESLN	020	High Beginning ESL A	0
ESLN	025	High Beginning ESL B	0
Or complete the following combined (long) course:			
ESLN	020L	High Beginning ESL - Long	0
<b>ESL Low Intermediate A Certificate</b>			
ESLN	030	Low Intermediate ESL A	0
Or			
ESLN	030L	Low Intermediate ESL - Long	0
<b>ESL Low Intermediate B Certificate</b>			
ESLN	035	Low Intermediate ESL B	0
Or			
ESLN	035L	Low Intermediate ESL B - Long	0
<b>Academic ESL Preparation Certificate</b>			
Complete the following two courses:			
ESLN	040A	Academic ESL Preparation A	0
ESLN	040B	Academic ESL Preparation B	0
Or complete the following combined (long) course:			
ESLN	040L	Academic ESL Preparation - Long	0
<b>Intermediate ESL Certificate</b>			
ESLN	053	Intermediate ESL: Writing and Grammar	0
ESLN	056	Intermediate ESL: Words I	0
<b>High Intermediate ESL Certificate</b>			

ESLN	063	High Intermediate ESL: Writing and Grammar	0
ESLN	066	High Intermediate ESL: Words II	0
<b>Low Advanced ESL Certificate</b>			
ESLN	073	Low Advanced ESL: Writing and Grammar	0
ESLN	076	Low Advanced ESL: Words II	0
<b>Listening/Speaking Skills A Certificate</b>			
Choose two courses:			
ESLN	020LS	High Beginning Listening and Speaking	0
ESLN	PRON	Noncredit ESL Pronunciation	0
ESLN	040LS	Low Intermediate Listening and Speaking	0
<b>Listening/Speaking Skills B Certificate</b>			
ESLN	060	Intermediate ESL: Listening and Speaking	0
ESLN	080	Advanced ESL: Listening and Speaking	0
<b>Intermediate Pronunciation Certificate</b>			
ESLN	058A	Pronunciation for Non-Native English Speakers A	0
ESLN	058B	Pronunciation for Non-Native English Speakers B	0
<b>ESL for Childcare Workers Certificate</b>			
ESLV	004	English for Childcare A	0
ESLV	005	English for Childcare B	0
<b>ESL for Customer Service Certificate</b>			
ESLV	001	ESL for Customer Service	0
ESLN	011	Intermediate ESL for Customer Service	0

**ENGLISH AS A SECOND LANGUAGE NONCREDIT COURSES (ESLN; ESLV)****ESLN 008: Beginning Citizenship**

0.0 Unit. 3 lecture hrs/wk. Course is repeatable. Advisory: ESL Placement Test. Students should be in levels 010-025.

This course introduces low-level ESL students to vocabulary and content required to pass the USCIS Naturalization Test, including the application process, civics, and basic oral, reading and writing skills.

**ESLN 009: Intermediate Citizenship**

0.0 Unit. 3 lecture hrs/wk. Course is repeatable. Advisory: ESL Placement Test. Students should be in levels 030-040 or above.

This course prepares intermediate ESL students to pass the USCIS Naturalization Test, covering the application process, civics, and basic oral, reading and writing skills.

**ESLN 010: Beginning ESL**

0.0 Unit. 2.8 lecture hrs/wk. Course is repeatable. 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. 4 lecture hrs/wk. Course is repeatable. Advisory: ESL Placement Test.

This course, for beginning English learners who know some basic English vocabulary, introduces everyday English vocabulary, expressions, and instructions to describe everyday actions, needs and abilities.

**ESLN 010B: Beginning ESL B**

0.0 Unit. 4 lecture hrs/wk. Course is repeatable. 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. 1.5 lecture hrs/wk. Course is repeatable. Advisory: ESL Placement Test.

This course introduces beginning English learners to basic everyday English vocabulary, expressions and structures to describe everyday actions, needs and abilities. The class emphasizes developing confidence and understanding simple written and spoken instructions and stories.

**ESLN 010L: Beginning ESL - Long**

0.0 Unit. 9 lecture hrs/wk. Course is repeatable.

This course introduces beginning English learners to basic everyday English vocabulary, expressions and instructions to describe everyday actions, needs and abilities. Emphasis is placed on aural comprehension and basic survival skills. The course meets for more hours to give more opportunity to focus on reading and writing skills.

**ESLN 010X: Beginning ESL Summer Review**

0.0 Unit. 1.5 lecture hrs/wk. Course is repeatable.

This short Level-10 summer course offers a chance to review basic grammar points learned during the year, and/or to focus on reading, vocabulary development, or interactive communication skills.

**ESLN 015: ESL for Employment: Job Search Skills**

0.0 Unit. 3 lecture hrs/wk. Course is repeatable.

This course, designed for those interested in finding and retaining employment, focuses on developing the language skills necessary to identify a job, pursue the written application process, participate in an oral interview, and accept employment. Assignments include completing a master application and online application; and writing a resume, list of references, cover letter, and thank-you note.

**ESLN 020: High Beginning ESL A**

0.0 Unit. 4 lecture hrs/wk. Course is repeatable. 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 - Long**

0.0 Unit. 9 lecture hrs/wk. Course is repeatable. Advisory: ESL Placement Test.

In this high beginning ESL course, students 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. This course meets for more hours to give more opportunity to focus on reading and writing skills.

**ESLN 020LS: High Beginning Listening and Speaking**

0.0 Unit. 4 lecture hrs/wk. Course is repeatable. Advisory: ESL Placement Test. Recommended for students concurrently enrolled in levels 010-015 or 020-025.

This is a beginning (Level 10/15) and high beginning (Level 20/25) noncredit ESL course emphasizing listening and speaking skills. Practice in speaking and listening comprehension of English through the use of audiovisual materials related to survival skills, asking for directions, giving personal information and making appointments.

**ESLN 020X: High Beginning ESL A Summer Review**

0.0 Unit. 1.5 lecture hrs/wk. Course is repeatable.

This short High Beginning ESL A summer course offers a chance to review basic grammar points learned during the year, and/or to focus on reading, vocabulary development, or interactive communication skills.

**ESLN 025: High Beginning ESL B**

0.0 Unit. 4 lecture hrs/wk. Course is repeatable. Advisory: ESL Placement Test.

In the second part of high beginning ESL, students practice expressing basic likes, wants, needs, abilities and obligations and talking about yesterday, today and tomorrow. They also begin to negotiate and interact on the telephone, at work and in the community.

**ESLN 025X: High Beginning ESL B Summer Review**

0.0 Unit. 1.5 lecture hrs/wk. Course is repeatable.

This short High Beginning ESL B summer course offers a chance to review basic grammar points learned during the year, and/or to focus on reading, vocabulary development, or interactive communication skills.

**ESLN 030: Low Intermediate ESL A**

0.0 Unit. 4 lecture hrs/wk. Course is repeatable. 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 030L: Low Intermediate ESL A - Long**

0.0 Unit. 9 lecture hrs/wk. Course is repeatable.

ESLN 30 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. The course meets for more hours to give more opportunity to focus on reading and writing skills.

**ESLN 030X: Low Intermediate ESL A Summer Review**

0.0 Unit. 1.5 lecture hrs/wk. Course is repeatable.

This short Low Intermediate ESL A summer course offers a chance to review basic grammar points learned during the year, and/or to focus on reading, vocabulary development, or interactive communication skills.

**ESLN 035: Low Intermediate ESL B**

0.0 Unit. 4 lecture hrs/wk. Course is repeatable. Advisory: ESL Placement Test.

ESLN 035 is the second part of the low intermediate level. Students 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 035L: Low Intermediate ESL B - Long**

0.0 Unit. 9 lecture hrs/wk. Course is repeatable.

ESLN 035 is the second part of the low intermediate level. Students review and build upon basic English skills and survival skills covered in levels 10-30. They may read and discuss short adapted fiction or nonfiction in class and write about personal abilities and experiences. The course meets for more hours to give more opportunity to focus on reading and writing skills.

**ESLN 035X: Low Intermediate ESL B Summer Review**

0.0 Unit. 1.5 lecture hrs/wk. Course is repeatable.

This short Low Intermediate ESL B summer course offers a chance to review basic grammar points learned during the year, and/or to focus on reading, vocabulary development, or interactive communication skills.

**ESLN 040: Credit ESL Preparation Course**

0.0 Unit. 1.5 lecture hrs/wk. Course is repeatable. Advisory: ESL Placement Test.

Students in ESLN 040 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 040A: Academic ESL Preparation A**

0.0 Unit. 4 lecture hrs/wk. Course is repeatable.

Students in ESL 040A 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 040B: Academic ESL Preparation B**

0.0 Unit. 4 lecture hrs/wk. Course is repeatable.

Students in ESL 040B 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 040L: Academic ESL Preparation - Long**

0.0 Unit. 9 lecture hrs/wk. Course is repeatable.

Students in ESL 040L 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. This course meets for more hours to give more opportunity to focus on reading and writing skills.

**ESLN 040LS: Low Intermediate Listening and Speaking**

0.0 Unit. 4 lecture hrs/wk. Course is repeatable. Advisory: ESL Placement Test. Students should be in level 040.

In this college ESL preparation course in speaking and listening skills, students improve their spoken fluency and accuracy in English through listening comprehension, grammar, vocabulary, idioms, pronunciation and presentation skills.

**ESLN 040X: Academic ESL Preparation Summer Review**

0.0 Unit. 1.5 lecture hrs/wk. Course is repeatable.

This short Credit ESL Preparation summer course offers a chance to review grammar points learned during the year, and/or to focus on reading, vocabulary development, or interactive communication skills.

**ESLN 053: Intermediate ESL: Writing and Grammar**

0.0 Unit. 4 lecture and 1 TBA hrs/wk. Course is repeatable. 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.

**ESLN 054: Intermediate ESL: Grammar**

0.0 Unit. 3 lecture and 1 TBA hr/wk. Course is repeatable. No prerequisite. Advisory: ESL Placement Test.

This course reviews basic grammar structures for intermediate ESL students, with emphasis on verb tenses.

**ESLN 056: Intermediate ESL: Words I (Vocabulary/Spelling/Reading/Discussion)**

0.0 Unit. 4 lecture hrs/wk. Course is repeatable. Advisory: ESL Placement Test.

This course is designed to improve the reading comprehension and vocabulary usage of nonnative speakers of English. The course includes reading skills, study skills, short stories, and the reading of short novels.

**ESLN 058A: Pronunciation for Non-Native English Speakers I**

0.0 Unit. 2 lecture hrs/wk. Course is repeatable.

This course provides ESL students the opportunity to improve their production of standard American English. Students practice the consonant phoneme system and the rhythm of the language, including syllable count and stress patterns, to become more intelligible and to gain understanding of spoken English.

**ESLN 058B: Pronunciation for Non-Native English Speakers II**

0.0 Unit. 2 lecture hrs/wk. Course is repeatable.

This course provides ESL students the opportunity to improve their production of standard American English. Students practice the vowel phoneme system in words, phrases and in discourse. They practice stress and intonation patterns, linking, assimilation, and prominence to become more intelligible and to gain understanding of spoken English.



**ESLN 059: Review of Low Intermediate ESL**

0.0 Unit. 3.375 lecture hrs/wk. Course is repeatable.

This review course is designed for students who have completed or are in the process of completing the ESL 50 or 60 level, or for students who, through the ESL Placement test, have qualified for the ESL 60 level.

**ESLN 060: Intermediate ESL: Listening and Speaking**

0.0 Unit. 3 lecture hrs/wk. Course is repeatable.

This intermediate course in listening and speaking communication skills is recommended for students enrolled in ESL 50-level or 60-level courses. Students are introduced to the formal and informal speaking and listening skills to provide a bridge to educational and career opportunities.

**ESLN 063: High Intermediate ESL: Writing and Grammar**

0.0 Unit. 4 lecture and 1 TBA hrs/wk. Course is repeatable.

This course is suitable for the high intermediate student with a good foundation in English grammar and writing. There is an emphasis on grammatical accuracy and on writing a logical sequence of sentences in organized paragraphs. Completion of all 50-level ESL courses or the appropriate score on the ESL Placement Test is recommended.

**ESLN 064: High Intermediate ESL: Grammar**

0.0 Unit. 3 lecture and 1 TBA hr/wk. Course is repeatable.

This grammar course is designed to improve language skills for high-intermediate speakers of ESL. Requires one hour weekly to be arranged in the ESL lab. Recommended completion of all 50-level ESL classes. (See time chart in schedule for ESL lab.)

**ESLN 066: High Intermediate ESL: Words II (Vocabulary/Spelling/Reading/Discussion)**

0.0 Unit. 4 lecture hrs/wk. Course is repeatable.

This course provides high intermediate ESL students with practice reading stories and short novels, newspapers and other non-fiction materials. Students are introduced to academic reading and study skills, and learn to use various resources available at the COM library. Completion of all 50-level ESL courses is recommended.

**ESLN 068: American Topics**

0.0 Unit. 2 lecture hrs/wk. Course is repeatable.

This course helps students understand important American topics, past and present, through lecture, reading, and discussion. Examples of topics include the education system, the American Dream, drugs and drug treatment.

**ESLN 073: Low Advanced ESL: Writing and Grammar**

0.0 Unit. 4 lecture and 1 TBA hr/wk. Course is repeatable.

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. Completion of all 60-level ESL courses or the appropriate score on the ESL placement test is recommended.

**ESLN 074: Low Advanced Grammar for ESL Students**

0.0 Unit. 3 lecture and 1 TBA hr/wk. Course is repeatable.

This course is designed for low advanced ESL students who need to refine their understanding of grammar. Recommended completion of all 60-level ESL courses.

**ESLN 076: Low Advanced ESL: Words III (Vocabulary/Spelling/Reading/Discussion)**

0.0 Unit. 4 lecture hrs/wk. Course is repeatable.

This course is designed to improve 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. Recommended completion of all 60-level ESL courses.

**ESLN 078: Current Events for ESL Students**

0.0 Unit. 2 lecture hrs/wk. Advisory: ESL Placement Test or completion of all ESL 60-level courses. Course is repeatable.

This course introduces students to current events, with attention given to contemporary local, national, and international events, using newspapers, magazines, television, films, and radio. Students develop greater awareness of global issues, applying the academic skills they have learned in previous and concurrent ESL classes.

**ESLN 079: Review of Intermediate ESL**

0.0 Unit. 3.375 lecture hrs/wk. Course is repeatable.

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 students who, through the ESL Placement test, have qualified for the ESL 80 level.

**ESLN 080: Advanced ESL: Listening and Speaking (Social/Academic/Workplace)**

0.0 Unit. 3 lecture hrs/wk. Course is repeatable. Completion of all 70-level ESL courses recommended.

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, conduct interviews, give presentations and lead discussion sessions.

**ESLN EFCW: English as a Second Language for Childcare Workers**

0.0 Unit. Course is repeatable. 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 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. Course is repeatable. 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 covers basic landscaping content, and students learn language and cultural expectations necessary for success on the job. Topics include practicing the English needed to discuss plant and pest management, common plant identification and employment issues. The class offers hands-on experience, role plays for language use, new vocabulary and pronunciation instruction.

### **ESLN LIT: ESL Literacy**

*0.0 Unit. 4 lecture hrs/wk. Course is repeatable.*

This course introduces beginning English learners to the basic English writing system, numbers, etc. It develops reading skills through sight words, phonics, and storytelling.

### **ESLN NCLAB: ESL Noncredit Lab**

*0.0 Unit. 8 lab hrs/wk. Course is repeatable. Advisory: ESL Placement Test.*

The ESL Lab is a self-paced, individualized, open-entry/open-exit course. Students use ESL software, audio tapes, videos and reading material to develop their skills in English.

### **ESLN PRON: Noncredit ESL Pronunciation**

*0.0 Unit. 2 lecture hrs/wk. Course is repeatable. Advisory: ESL Placement Test. Students should be in levels 020-040*

This course provides Noncredit ESL students from ESLN Levels 020-040 with practice in English pronunciation. The primary goal is to help ESL students to be understood when they are speaking English. This includes learning how to listen to English in order to acquire better pronunciation and intonation skills. Students 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 Customer Service**

*0.0 Unit. 3 lecture hrs/wk. Course is repeatable. No prerequisite.*

This class is for anyone who would like to improve their customer service skills and learn the most professional customer service language for all industries, emphasizing the language and techniques of the hotel, restaurant, and retail fields.

### **ESLV 003: Communication Skills for Healthcare Workers**

*0.0 Unit. 3 lecture hrs/wk. Course is repeatable. No prerequisite.*

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. 3 lecture hrs/wk. Course is repeatable. No prerequisite. Advisory: ESLN 20 or higher or teacher recommendation.*

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. Basic health and safety issues are covered.

### **ESLV 005: English for Childcare B**

*0.0 Unit. 3 lecture hrs/wk. Course is repeatable. No prerequisite. Advisory: ESLN 35 or higher or teacher recommendation.*

This is the second class for English language learners who as parents, babysitters and childcare workers need to be able to communicate with young children and give, ask for and clarify information or instructions from co-workers and parents. It focuses on health and safety, continuing education opportunities and job search skills.

### **ESLV 011: Intermediate ESL for Customer Service**

*0.0 Unit. 3 lecture hrs/wk. Course is repeatable. No prerequisite. Advisory: ESLN 20 or higher.*

This class is for anyone who would like to improve their customer service skills and learn the most professional customer service language for all industries, emphasizing the language and techniques of the hotel, restaurant, and retail fields.

### **ESLV 012: ESL for Employment: Reading and Writing Emphasis**

*0.0 Unit. 2 lecture hrs/wk. Course is repeatable. No prerequisite.*

This course, for those interested in finding and retaining employment, focuses on developing the language skills necessary to identify a job and pursue the written application process. Assignments include completing a master application, an online application, writing a resume and list of references, a cover letter, and thank-you note.

### **ESLV 014: ESL for Employment: Listening and Speaking Emphasis**

*0.0 Unit. 2 lecture hrs/wk. Course is repeatable. No prerequisite.*

This course, for those interested in finding and retaining employment, focuses on developing the language skills necessary to find work. Emphasizes the oral and listening skills required to interact effectively in applying for a job, participate in an oral interview, and accept employment.

### **ESLV 015: ESL for Employment: Job Search Skills**

*0.0 Unit. 3 lecture hrs/wk. Course is repeatable. No prerequisite.*

This course is designed for those interested in finding and retaining employment, focusing on developing the language skills necessary to identify a job, pursue the written application process, participate in an oral interview, and accept employment. Assignments include completing a master application, an online application, writing a resume and list of references, a cover letter, and thank-you note.

## **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. 1.5 laboratory hours weekly for 0.5 student unit, or three laboratory hours weekly for one student unit.*

ESL students improve their English in this interactive computer-based multimedia course. This lab offers low intermediate students the opportunity to practice their listening, pronunciation, speaking, vocabulary, and grammar skills in a self-paced laboratory environment. American culture and ESL life skills are included.

**ESL 053: Intermediate ESL: Writing and Grammar**

2.0 Units. 4 lecture and 1 lab hrs/wk. No prerequisite. Advisory: ESL Placement Test.

This course introduces the conventions of standard written English to intermediate ESL students and reviews basic grammar structures. Emphasis is placed on sentence structure and the correct use of tenses.

**ESL 054: Intermediate ESL: Grammar**

1.5 Units. 3 lecture and 1 TBA hrs/wk. No prerequisite. Advisory: ESL Placement Test.

This course reviews basic grammar structures for intermediate ESL students. Emphasis is placed on the verb tenses.

**ESL 056: Intermediate ESL: Words I (Vocabulary, Spelling, Reading, and Discussion)**

2.0 Units. 4 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test.

This course improves the reading comprehension and vocabulary usage of non-native speakers of English. This course includes reading skills, study skills, short stories and the reading of short novels.

**ESL 058A: Pronunciation for Non-Native English Speakers I**

2.0 Units. 2 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test.

This course provides ESL students the opportunity to improve their pronunciation of standard American English. Students practice the sound system and the rhythm of the language, including syllable count and stress patterns, 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 the vowel phoneme system in words, phrases, and in discourse; stress and intonation patterns; linking; assimilation; and prominence to become more intelligible and to gain understanding of spoken English.

**ESL 058C: Pronunciation for Non-Native English Speakers III**

1.0 Unit. 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 vowel phoneme system in words, phrases, and in discourse; 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 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 073: Low Advanced ESL: Writing and Grammar**

4.0 Units. 4 lecture and 1 TBA hrs/wk. No prerequisite. Advisory: ESL Placement Test or completion of all ESL 60-level courses.

In this course, low advanced ESL students review paragraph writing and are introduced to the essay. Intermediate and advanced grammar structures and punctuation are reviewed.

**ESL 074: Low Advanced ESL: Grammar**

3.0 Units. 3 lecture and 1 TBA hrs/wk. No prerequisite. Advisory: ESL Placement Test or completion of all 60-level ESL courses.

This course is designed for low advanced ESL students who need to refine their understanding of grammar.

**ESL 076: Low Advanced ESL: Words III (Vocabulary/Spelling/Reading/Discussion)**

4.0 Units. 4 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test or completion of all ESL 60-level courses.

This course improves the reading comprehension and academic vocabulary of low advanced non-native speakers of English. This course includes reading skills, study skills, novel reading, and library research projects.

**ESL 078: Current Events for ESL Students**

2.0 Units. 2 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test or completion of all ESL 60-level courses.

This course introduces students to current events, with attention given to contemporary local, national, and international events, using newspapers, magazines, television, films, and radio. Students develop greater awareness of global issues, applying the academic skills they have learned in previous and concurrent ESL classes.

**ESL 079: Review of Low Advanced ESL**

3.0 Units. 3.375 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 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 088: Editing for ESL Students**

2.0 Units. 2 lecture hrs/wk. No prerequisite. Advisory: concurrent enrollment in ESL 083, ENGL 98SL, ENGL 120SL, or other composition courses.

This course is designed for ESL students enrolled in advanced writing courses; students learn to identify and correct errors of syntax, logic and structure in their own writing at the final draft stage. Areas of concentration include common errors in shifting tenses, grammar, punctuation, logical organization, and paragraph/essay structure.

## 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

*Please note: New and revised Environmental Landscaping degrees and certificates are under review by the Chancellor's Office and will be published in a forthcoming catalog supplement upon approval.*

**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. Additional Certificates of Achievement are available in the ELND areas of Landscape and Garden Design and Landscape, Organic Farm, and Garden Production. **All students should consult a counselor.**

REQUIREMENTS			UNITS
ELND	109S	Principles and Practices of Organic Farming and Gardening - Spring	3
<b>Or</b>			
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	Soil: Ecology and Management	3
ELND	190	Irrigation of Landscapes, Farms, and Gardens	3

**TOTAL MAJOR UNITS****18**

Upon successful completion of this degree or certificate, students will be able to:

- Recognize general ecological and economical principles reflected in the design, installation and maintenance of landscapes, gardens and farms.
- Identify major components of the soil which determine the ecological sustainability of landscapes, gardens and farms.
- Compare diverse horticultural practices inherent in ecologically sustainable landscapes, gardens and farms.

## CERTIFICATE OF ACHIEVEMENT IN ENVIRONMENTAL LANDSCAPING: LANDSCAPE AND GARDEN DESIGN

**REQUIREMENTS**

ELND	101	Introductory Principles of Sustainable Landscapes, Farms, and Gardens	3
ELND	115S	Plant Identification, Selection, and Propagation - Spring	3
ELND	115F	Plant Identification, Selection, and Propagation - Fall	3
ELND	120A	Landscape Ecology	1.5
ELND	120B	Landscape Ecology	1.5
ELND	140	Introductory Principles of Sustainable Landscape Design	3
ELND	160	Soil: Ecology and Management	3

**TOTAL CERTIFICATE UNITS****18**

Upon successful completion of this certificate, students will be able to:

- Recognize general ecological and economical principles reflected in the design, installation and maintenance of landscapes, gardens and farms.
- Identify major components of the soil which determine the ecological sustainability of landscapes, gardens and farms.
- Compare diverse horticultural practices inherent in ecologically sustainable landscapes, gardens and farms.

## CERTIFICATE OF ACHIEVEMENT IN ENVIRONMENTAL LANDSCAPING: LANDSCAPE, ORGANIC FARM, AND GARDEN PRODUCTION

**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	Soil: Ecology and Management	3
ELND	190	Irrigation of Landscapes, Farms and Gardens	3

**TOTAL CERTIFICATE UNITS****18**

Upon successful completion of this degree or certificate, students will be able to:

- Devise a plan to establish a garden, landscape or farm.
- Explain sequence of horticultural and ecological principles that should be followed to establish a garden, landscape or farm.
- Contrast horticultural and ecological practices applied in gardens, landscapes and farms.

**Skills Certificates**

Skills Certificates are an acknowledgement that the student has attained a specified set of competencies within a program. Skills

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

**Basic Irrigation for Landscapes and Gardens, Installation****REQUIREMENTS****UNITS**

ELND	115A	Plants for Marin Landscapes I	1.5
ELND	160	Soil Ecology and Management I	3
ELND	190	Landscape and Garden Irrigation I	1.5
ELND	100	Career Skills in Landscaping	1.5

**TOTAL CERTIFICATE UNITS****7.5****Basic Organic Gardening****REQUIREMENTS****UNITS**

ELND	109	Principles and Practices of Organic Farming/Gardening	3
ELND	115A	Plants for Marin Landscapes I	1.5
ELND	150	Integrated Pest Management I	1.5
ELND	160	Soil: Ecology and Management	3
ELND	190	Landscape and Garden Irrigation I	1.5
ELND	180	Landscape Business Skills and Estimating	1.5
WE	298A	Worksite Experience	1
WE	297 (A,B,orC)	Work Experience Seminar	1

**TOTAL CERTIFICATE UNITS****14****Basic Sustainable Landscape Maintenance****REQUIREMENTS****UNITS**

ELND	101	Intro Principles for Sustainable Landscapes/Farms/Gardens	3
ELND	115A	Plants for Marin Landscapes I	1.5
ELND	160	Soil Ecology and Management I	3
ELND	150	Integrated Pest Management I	1.5
ELND	190	Landscape and Garden Irrigation I	1.5

**TOTAL CERTIFICATE UNITS****10.5****Landscape and Farm Construction****REQUIREMENTS****UNITS**

ELND	191	Basic Construction Skills - Raised Beds	1.5
ELND	192	Basic Construction Skills - Fences	1.5
ELND	193	Basic Construction Skills - Decks	1.5

**TOTAL CERTIFICATE UNITS****4.5**

## ENVIRONMENTAL LANDSCAPING COURSES (ELND)

**ELND 100: Career Skills in Landscaping**

1.5 Units. 3 lecture hrs/wk for 8 weeks. No prerequisite.

This course covers the skills needed to successfully search, apply, and interview for jobs in the landscaping, horticulture, and farming industries. The class also covers topics to assist students in advancing in their current jobs. (CSU)

**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 109: Principles and Practices of Organic Farming and Gardening**

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

This class covers principles and practices for organic farming, including regulations and field practices. (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 115A: Plants for Marin Landscapes I**

1.5 Units. 2 lecture and 3.5 lab hrs/wk for 8 weeks. No prerequisite.

This introductory course familiarizes students with appropriate non-native plants for Marin County gardens. The course features live specimens, in-depth lectures, and field trips. Each plant is discussed in detail, including origin and habitat, growth pattern and size, cultural requirements, methods of propagation, and botanical descriptions. (CSU)

### **ELND 115B: Plants for Marin Landscapes II**

1.5 Units. 2 lecture and 3.5 lab hrs/wk for 8 weeks. No prerequisite.

This course provides a solid background in the identification and selection of plants, both native and introduced, for use in Marin County. It covers the basics of the plant selection process, including determination of goals and purposes, recognition and identification based on important characteristics, accessing information using common and scientific names, and matching plant qualities to goals and site characteristics. (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 116F: California Plant Identification, Selection and Propagation - Fall**

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

This course explores many facets of California native plants, including propagation, selection, design, uses, cultural needs, ecological adaptations, and identification of important species. The course focuses on fall-blooming and fruiting species, and is important in determining appropriate landscape and urban garden concepts for sustainable gardens throughout the Bay Area and beyond. (CSU/UC)

### **ELND 116S: California Plant Identification, Selection and Propagation - Spring**

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

This course explores many facets of California native plants, including propagation, selection, design, uses, cultural needs, ecological adaptations, and identification of important species. The course focuses on spring establishment of native plants, and is important in determining appropriate landscape and urban garden concepts for sustainable gardens throughout the Bay Area and beyond. (CSU/UC)

### **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. 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 I**

1.5 Units. 2 lecture and 3.5 lab hrs/wk for 8 weeks. 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: 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) AA/AS Area A, 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: Landscaping Business Skills and Estimating**

1.5 Units. 2 lecture and 3.5 lab hrs/wk for 8 weeks. No prerequisite. Advisories: Math 95, ELND 191.

A study of business practices related to the establishment and management of landscapes and gardens, including site evaluation to estimate landscaping and gardening costs, bid preparation, and an introduction to contracts, insurance, and licensing. (CSU)

**ELND 190: Landscape and Garden Irrigation I**

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 191: Basic Construction Skills - Raised Beds**

1.5 Units. 2 lecture and 3.5 lab hrs/wk for 8 weeks. No prerequisite.

This course surveys materials and techniques used in the construction of landscapes, farms, and gardens, focusing on wooden structures, specifically raised beds. (CSU)

**ELND 191NC: Basic Construction Skills - Raised Beds**

0.0 Units. 2 lecture and 3.5 lab hrs/wk for 8 weeks.

This noncredit course surveys materials and techniques used in the construction of landscapes, farms, and gardens, focusing on wooden structures, specifically raised beds.

**ELND 192: Basic Construction Skills - Fences**

1.5 Units. 2 lecture and 3.5 lab hrs/wk for 8 weeks. No prerequisite.

This course covers materials and techniques used in the construction of landscapes, farms, and gardens, specifically focusing on the construction of fences and other wooden structures. (CSU)

**ELND 193: Basic Construction Skills - Decks**

1.5 Units. 2 lecture and 3.5 lab hrs/wk for 8 weeks. No prerequisite.

This course surveys materials and techniques used in the construction of landscapes, farms, and gardens, specifically focusing on the construction of decks. (CSU)

**ELND 194: QWEL: Qualified Water Efficient Landscaper**

1.0 Unit. 4 lecture hrs/wk for 6 weeks. No prerequisite.

The Qualified Water Efficient Landscaper (QWEL) professional certification provides landscape professionals with 20 hours of education on principles of proper plant selection for the local climate, irrigation system design and maintenance, and irrigation system programming and operation. In order to obtain the QWEL certification, students must demonstrate the ability to perform an irrigation system audit, as well as pass the QWEL exam.

## ENVIRONMENTAL SCIENCE

**Faculty**

Fernando Agudelo-Silva, Becky Brown, Paul da Silva, Joseph Mueller  
Department Phone: 415-485-9510

**Environmental Science Skills Certificate**

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

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
<b>Or</b>			
GEOL 120	Physical Geology		3
<b>Or</b>			
GEOG 101	Physical Environment		3
BIOL/GEOL 142	Environmental Policy and Decision-Making		3
<b>Or</b>			
BIOL/GEOL 145	Ethics in Science		3
<b>Or</b>			
GEOG 102	Human Environment		3
BIOL 143	Stewardship of Marin Parks and Open Spaces		4
<b>Or</b>			
BIOL 147	Food, People, Health, and the Environment		4



Or  
BIOL 148 Marin County Agriculture  
**TOTAL CERTIFICATE UNITS**

3  
**16-17**

## ENVIRONMENTAL SCIENCE COURSES (ENVS)

### ENVS 138: Introduction to Environmental Sciences

4.0 Units. 3 lecture and 3 lab hrs/wk. No prerequisite. Can be taken as ENVS 138 or BIOL 138; credit awarded for only one course. This science-based course takes an interdisciplinary approach to understanding the environmental crisis that confronts us all. Discussions focus on understanding ecosystem services, how humans interfere with earth's life support systems, and how to deal with the environmental problems we face. Field studies may include visits to restoration projects, local ecosystems, and local environmental conferences. (CSU/UC) AA/AS Area A, CSU Area B-1 or B-2 & B-3, IGETC Area 5A or 5B, C-ID: GEOL 131

### ENVS 141: Global Climate Change: Science, Impact and Solutions

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as BIOL 141, ENVS 141, or GEOG 141; credit awarded for only one course.

This course introduces scientific, ecological, and economic issues underlying the threat of global climate change. It also develops an integrated approach to analysis of climate change processes, and an assessment of proposed policy measures to develop solutions. (CSU/UC) CSU Area B-2

### 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 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

## ETHNIC STUDIES COURSES (ETST)

### ETST 108: History of Arts of the Americas

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

This course covers a selection of the art and visual culture of the Americas: North, Central, and South America, and the Caribbean. Art of the United States focuses on works from the culturally diverse peoples of the Bay Area. (CSU/UC) AA/AS Area C & G, CSU Area C-1, IGETC Area 3A, C-ID: ARTH 140

### 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, C-ID: SOCI 150

### 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. May be taken as ETST 121 or HIST 121; credit awarded for only one course.

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 151: Native American History

3.0 Units. 3 lecture hrs/wk. No prerequisite. May be taken as ETST 151 or HIST 151; credit awarded for only one course.

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 their cultural sensitivity. The goal of the class is to understand the Native American experience in the context of Native American literature and the history of this American hemisphere. (CSU/UC) AA/AS Areas B or C & G, CSU Area C-2, IGETC Area 3B

### ETST 156: Native American Philosophy and Sacred Ceremony

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

This course surveys Native American philosophy, religion, and culture, focusing on selected philosophical systems and religious practices of various Native American nations/tribes, and examining some of the sacred movements and belief systems prevalent in areas of the Americas, from the Arctic to the Andes. The course emphasizes the ancient roots of Native American philosophical systems still in practice, and includes background on Native American cultures and the social issues facing Native Americans today. The course develops students' understanding of philosophical systems and religious practices that may be quite different from their own beliefs and principles, encouraging cross-cultural understanding. (CSU/UC) AA/AS Areas G and C, IGETC Area 3B

### ETST 214: History of Latin America

3.0 Units. 3 lecture hrs/wk. No prerequisite. May be taken as ETST 214 or HIST 214; credit awarded for only one course.

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

### ETST 216: History of Mexico

3.0 Units. 3 lecture hrs/wk. No prerequisite. May be taken as ETST 216 or HIST 216; credit awarded for only one course.

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

## 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, Reporter, Screenwriter, Sound Editor, Sound Recorder, Sportscaster, Studio Technician, Teacher, Writer

### Faculty

Frank Crosby

Department Phone: 415-485-9348

### A.A. IN COMMUNICATION, FILMMAKING OPTION

Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the associate degree. **All students should consult a counselor.**

REQUIREMENTS	UNITS
FILM 150 Introduction to Filmmaking	4
FILM 240 Advanced Production Projects	3
FILM 170 Workshop in Cinematography	3
FILM 175 Nonlinear Editing for Film and Video	3

#### Six additional units to be selected from the following:

FILM/HUM 109A History of Film: Beginning to 1950	4
FILM/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

#### TOTAL MAJOR UNITS 19

Upon successful completion of this degree, students will be able to:

- Produce short motion-picture projects on film and video.
- Compare and contrast various historical film movements within the United States and other major film-producing countries.
- Recognize the unique set of rules and conventions used by image-based media to construct messages. Identify the primary influences of dominant mass media on major cultural practices and social formations.
- Recognize the influences of mass media on the construction of socio-cultural identity and behavior, in particular as they relate to the representations of race, class, and gender.

### A.A. IN COMMUNICATION, SCREENWRITING OPTION

Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the associate degree. **All students should consult a counselor.**

REQUIREMENTS	UNITS
FILM/HUM 109A History of Film: Beginning to 1950	4
FILM/HUM 109B History of Film: 1950 to the Present	4
FILM 161 Introduction to Screenwriting	3
FILM 162* Advanced Film and Television Writing (Must be taken twice for six units.)	6
FILM 150 Introduction to Filmmaking	4

#### One course 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
Any other film or television production course	4

#### TOTAL MAJOR UNITS 24-25

Upon successful completion of this degree, students will be able to:

- Develop a screenplay.
- Compare and contrast various historical film movements within the United States and other major film-producing countries.
- Recognize the unique set of rules and conventions used by image-based media to construct messages. Identify the primary influences of dominant mass media on major cultural practices and social formations.
- Recognize the influences of mass media on the construction of socio-cultural identity and behavior, in particular as they relate to the representations of race, class, and gender.

### FILM/VIDEO COURSES (FILM; COMM)

#### FILM 109A: History of Film: Beginning to 1950

4.0 Units. 4 lecture hrs/wk. No prerequisite. Can be taken as FILM 109A or HUM 109A; credit awarded for only one course.

This course offers a chronological survey of narrative film as art, business, technology, and politics from the beginning of the movies in the 1890s to post World War II. Periods and movements covered include the Silent Era, German Expressionism, Soviet Avant Garde and editing of the 1920s, French classicism, American Studio Period and sound, as well as the history of censorship in the United States. Classroom screenings of representative films. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

#### FILM 109B: Analysis and History of Contemporary Media

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as FILM 109B or HUM 109B; credit awarded for only one course.

This course offers an analysis and the history of contemporary media as an art, business, technology, and as an expression of the culture and politics of the times and places from which it emerges. Its focus is on the historical development and analysis of cinema, digital media (Internet, computers, smart devices, social media, etc.), legacy media, television, music and radio. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

#### FILM 140: Film Directing

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

In this course students learn the theory, process and practical application of directing narrative, documentary, commercial, promotional and training motion-picture projects. The focus of the class is on how the director functions in the process of casting, script breakdown, scene blocking, development and interpretation of content/scripts and crew functions. This course is for those considering a career in media or who use media for personal expression or enjoyment. (CSU)

**FILM 150: Digital Filmmaking: Single Camera Production**

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

This course is for students who are considering careers in film, journalism television, or video, or who want to learn about digital motion picture production for personal enrichment. Students learn digital motion picture theory and processes, and use digital video and computers to develop basic motion-picture imaging and visual communication skills. Students who complete this course are able to produce and direct short fictional and non-fictional video projects, news stories and short instructional videos. (CSU) C-ID: FTVE 130

**FILM 151: Video Production: Shooting on Location**

3.0 Units. 2.5 lecture and 3 lab hrs/wk. No prerequisite.

In this hands-on class, students develop a basic set of video production and visual communication skills. Using small and lightweight digital video equipment, working individually and in groups, students learn how to shoot video on location for documentary, narrative, music, experimental, interview, personal and promotional projects. (CSU)

**FILM 161: Fundamentals of Story and Writing for Moving Images**

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

This beginning media-writing course introduces students to the basics of dramatic writing for cinema and electronic media emphasizing story structure, plot development and logic. Students learn the fundamentals of narrative and content structure, character construction, technical, conceptual and stylistic elements of script writing for fiction informational and entertainment purposes. (CSU)

**FILM 162: Intermediate Narrative Story Writing for Cinema, Television, and Gaming**

3.0 Units. 3 lecture hrs/wk. Repeat: 3. Prerequisite: FILM 161 or COMM 161.

In this intermediate screenwriting course, students master the conceptual, creative and technical skills needed to write feature-length screenplays. Topics include dialogue, subtext, plot logic, character motivation, and plot tightening for pacing. (CSU)

**FILM 170: Fundamentals of Digital Cinematography and Visual Aesthetics**

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: FILM 150.

An introductory class in the techniques of cinematography and lighting through classroom instruction, exercises, and studio and location shooting on digital video. Students develop the skills to maintain camera and lighting equipment and improve visual communication and the art and craft of cinematography, and are introduced to the responsibilities and duties of the crew positions in the camera and lighting departments. (CSU)

**FILM 240: Advanced Production Projects**

3 Units. 3 lecture hrs/wk. Prerequisite: FILM 150 or COMM 150. Advisories: FILM 140, 166, and 170, or COMM 140, 166, and 170.

An advanced-level seminar where students produce advanced film and video projects, work as crew on the projects of fellow students, and gain practical experience in film and video postproduction. (CSU)

**COMM 140: Film Direction**

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

The theory, process, and practical application of directing narrative, documentary, commercial, promotional, and training motion-picture projects. The class focuses on how the director functions in the process of casting, script breakdown, scene blocking, development, interpretation of script/content, and crew functions. (CSU)

**COMM 161: Introduction to Screenwriting**

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

This course teaches the basics of dramatic writing, emphasizing the three-act structure of the feature film screenplay and plot logic. Students learn to write to create sympathy for characters, using interesting dramatic and comedic conflict, and developing a believable transformational arc for the characters. Students analyze feature films and screenplays for structure, pacing, and characterization, complete a treatment or outline for a feature film, and practice writing scenes in the correct format. (CSU)

**COMM 162: Advanced Film and Television Writing**

3.0 Units. 3 lecture hrs/wk. Repeat: 3. Prerequisite: COMM 161.

In this workshop-seminar course, students present original works-in-progress for rewrite suggestions. Lessons in issues of subtext, dialogue, plot motivation, development of characters' psychological needs, and plot tightening for pacing are given. (CSU)

**COMM 175: Nonlinear Editing for Film and Video**

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

This course provides basic instruction in the theory and practical application of nonlinear editing for film and video using nonlinear workstations such as Avid and Final Cut Pro. The emphasis is on developing skills through hands-on work and practice. (CSU)

**COMM 240: Advanced Production Projects**

3.0 Units. 3 lecture hrs/wk. Repeat: 3. Prerequisites: COMM 140, 150, 166, and 170.

This advanced level seminar allows students to work on their second-year film projects. It includes a critical and analytical evaluation of students' films, working as crew on other advanced students' projects, and completing postproduction work. (CSU)

## 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

**Emergency Medical Technician Training Course 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.

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.

REQUIREMENT			UNITS
FIRE	112	Emergency Medical Technician-1	7

## FIRE TECHNOLOGY COURSES (FIRE)

### FIRE 112: Emergency Medical Technician I

7.0 Units. 5.5 lecture and 4.5 lab hrs/wk. Prerequisite: First Aid for Public Safety Personnel (FIRE 215 or KIN 215) 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 theory and skills required for the Emergency Medical Technician (EMT-1) scope of practice, and eligibility to sit for the National Registry of Emergency Medical Technician (NREMT) certification exam. Supervised clinical experience with emergency ambulance providers and hospital emergency room is included. A health clearance, drug screening clearance, and a criminal background clearance are required by clinical agencies. (CSU) For more information, please refer to the department website: [www.marin.edu/firetech](http://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

3.0 Units. 2.5 lecture and 1.5 lab hrs/wk. No prerequisite. May also be taken as KIN 215; credit awarded for only one course.

This introductory course is designed for lay persons interested in, or for professionals who require, First Responder training per State of California (Title 22) or U.S. DOT standards. The class teaches the basic pre-hospital care skills needed to render care at the scene of an emergency until more highly trained emergency medical response personnel arrive. Includes basic anatomy and body systems; lifting and moving patients; airway management; patient assessment; medical, behavioral, and trauma emergencies; terrorism awareness; and an overview of the Emergency Medical Services (EMS) system. This course is a prerequisite for the Emergency Medical Technician Program. (CSU/UC) C-ID: KIN 101

### 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. May be taken four times for credit. (CSU)

## FRENCH

Bonjour! French is spoken by over 220 million people worldwide. Demographers predict that by 2025 it will be the most widely spoken language in Europe, and that by 2050 there will be over 700 million French speakers around the world. Currently, French is an official language of 29 countries, second only to English in this category. French is one of the working languages of numerous international organizations including the United Nations and the European Union. In addition, French has played an important role in art, literature, film, cuisine, viticulture, sports, politics, international business, science, medicine, and global communication. Proficiency in French and knowledge of French-speaking cultures enhance any profession and field of specialization, and enrich one's intellectual growth.

### Career Options

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

Faculty

Nadia Sanko

Department Phone: 415-485-9480

### Policy Statement Regarding Sequence of Enrollment in French Language Classes

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

### A.A. IN FRENCH

Students may take classes at either campus to fulfill requirements for the major. Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the associate degree. **All students should consult a counselor.**

REQUIREMENTS			UNITS
<b>Select a minimum of 18 units from the following:</b>			
FREN	101	Elementary French I	4
FREN	102	Elementary French II	4
FREN	108A	French Culture and Literature Go to the Cinema	3
FREN	108B	French Culture and Literature Go to the Cinema	3
FREN	108C	French Conversation and Culture Through Film	1
FREN	110	Conversational French I	4
FREN	112	Conversational French II	4
FREN	114	Conversational French III	4
FREN	203	Intermediate French III	4
FREN	204	Intermediate French IV	4
FREN	225	Advanced French I	3
FREN	226	Advanced French II	3
FREN	249ABC	Independent Study	1-3

### TOTAL MAJOR UNITS

### MINIMUM OF 18

Upon successful completion of this degree, students will be able to:

- Demonstrate listening and reading comprehension as well as literary analysis of high intermediate French\*.
- Communicate in high intermediate French\* both orally and in writing. (\*“High intermediate French” includes vocabulary related to a wide range of topics including the environment and nature, as well as grammar such as the subjunctive tenses.)
- Articulate specific knowledge about the geographies, cultures, and regional variations of the French-speaking world.

### French Skills Certificate

Skills Certificates are an acknowledgement that the student has attained a specified set of competencies within a program. Skills Certificates require less than 18 units and are shorter in duration than the Certificate of Achievement.

The French Skills Certificate provides a way for students to verify that they have reached a level of proficiency in the French language.

REQUIREMENTS			UNITS
FREN	101	Elementary French I	4
FREN	102	Elementary French II	4
FREN	203	Intermediate French III	4
<b>TOTAL CERTIFICATE UNITS</b>			<b>12</b>

## FRENCH COURSES (FREN)

### FREN 101: Elementary French I

4.0 Units. 4 lecture 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

4.0 Units. 4 lecture 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 Conversation and Culture Through Film of the Twentieth Century

3.0 Units. 3 lecture hrs/wk. Prerequisite: FREN 101 or equivalent.

This course introduces students to French cinema, culture, and language of the twentieth century, focusing on acquiring and improving conversational ability and cultural comprehension through the study of film. Students practice speaking and writing French extensively, and build practical vocabulary emphasizing comprehension and oral/written expression. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

### FREN 108B: French Conversation and Culture Through Film of the New Millennium

3.0 Units. 3 lecture hrs/wk. Prerequisite: FREN 101 or equivalent.

This course introduces French cinema from the year 2000 to the present, a period characterized by a tsunami of new talent, bringing a

rich diversity of styles and themes. Selected films address topics such as social class differences, language development, new immigration patterns, unemployment, social welfare, and education. The impact of new technology on French cinema is also examined. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

### FREN 108C: French Conversation and Culture Through Film

1.0 Unit. 1 lecture hr/wk. Prerequisite: FREN 101 or equivalent.

This summer French film course is a fun and manageable way to maintain and develop French language skills during the summer session. Through film, the course introduces important socio-cultural topics including immigration, political oppression, social resistance, gender, race, music, dance, and cuisine. Students view a variety of classic and contemporary films and participate in French conversational activities designed to apply and expand on grammar concepts and vocabulary covered in lower-level language courses. Films may vary by semester. (CSU)

### 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

3.0 Units. 3 lecture 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

3.0 Units. 3 lecture hrs/wk. Prerequisite: FREN 102 or 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

4.0 Units. 4 lecture 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 B 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

### A.A.-T. IN GEOGRAPHY

#### Associate in Arts in Geography for Transfer degree (AA-T)

This degree is primarily intended for the student who wants to earn a degree on the way to transferring to a California State University.

#### To complete the Associate in Arts in Geography for Transfer degree, a student must:

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”
3. Obtain a minimum grade point average of 2.0.

#### REQUIREMENTS

#### UNITS

#### Required Core Courses (7 Units):

GEOG	101	The Physical Environment	3
GEOG	101L	Physical Environment Laboratory	1
GEOG	102	The Human Environment	3

#### List A - select two to three courses (6-9 units):

GEOG	109	Geography of California	3
GEOG	125	Introduction to Geographic Information Systems	3
GEOG	112	Meteorology and Climatology	3

#### List B - select two courses (6 units):

Any course from List A not already used			3
ANTH	102	Introduction to Cultural Anthropology	3
GEOL	120	Physical Geology	3

#### Total Major Units **19-22**

Maximum Units Double-Counted (IGETC/CSU-GE): 10-13 units/10-13 units

Required IGETC/CSU-GE Breadth: 37 units/39 units

Remaining CSU Transferable Electives (IGETC/CSU-GE): 14-17 units/12-15 units

#### TOTAL DEGREE UNITS **60**

Upon successful completion of this degree, students will be able to:

- Explain the spatial and causal relationships among natural phenomena and human cultural patterns.
- Explain the spatial dimension of Earth's dynamic systems, including endogenic and exogenic processes.
- Analyze and discuss the origins, distributions, patterns and diversity of basic cultural aspects such as ethnicity, language, religion, development, food and agriculture, services and settlements, resource issues, and political and economic geography.
- Apply geospatial techniques to assess and understand the human and physical environment.

### 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 the earth's physical environment. The phenomena surveyed include earth-sun relationships, weather, climate, soils, and landforms. Basic geographic principles and maps are also covered. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A, C-ID: GEOG 110

#### 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 stream hydrology. Exercises are designed to supplement GEOG 101. Classes meet periodically at off-campus locations within Marin County and students are expected to provide their own transportation. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5C, C-ID: GEOG 111

#### GEOG 102: The Human Environment

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: college-level English course (ENGL 120 or higher).

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, C-ID: GEOG 120

### **GEOG 109: Geography of California**

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

A thematic approach to the state's issues, processes and topics relevant to geography including climate, landforms, natural vegetation, water resources, cultural landscape, ethnic diversity, urban and agricultural regions and the economy. The course explores the physical and human landscapes that have evolved as a result of the human-environment interface. (CSU/UC) AA/AS Area A or B, CSU Area D-5, IGETC Area 4, C-ID: GEOG 140

### **GEOG 112: Meteorology and Climatology**

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

An investigation into the science of the earth's atmosphere and its related weather, this course introduces students to the atmospheric sciences and the consequences that face the planet as man and nature continue to alter the atmosphere and subsequent climate. The course emphasizes the origin and composition of the atmosphere, earth-sun relationships, radiation, temperature, humidity, condensation and precipitation, air pressure and winds, air masses, climates, and severe weather. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A, C-ID: GEOG 130

### **GEOG 116: Field Geography, Marin County**

1.5 Units. 3 lecture and 4 lab hrs/wk for 6 weeks. 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) C-ID: GEOG 160

### **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) used to evaluate, store, manage, analyze, modify and present spatial data and associated graphics. It presents GIS as a tool for both practical and academic use. In lecture with hands-on computer use, students are introduced to GIS primarily through Esri ArcGIS for Desktop and OSGeo QGIS software, Google Earth, and Global Positioning Systems software. It concludes with a term project that requires acquiring and analyzing data in the student's chosen area of academic interest. (CSU/UC) C-ID: GEOG 155

### **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)

### **GEOG 141: Global Climate Change: Science, Impact and Solutions**

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as BIOL 141, ENVS 141, or GEOG 141; credit awarded for only one course.

This course introduces scientific, ecological, and economic issues underlying the threat of global climate change. It also develops an integrated approach to analysis of climate change processes, and an assessment of proposed policy measures to develop solutions. (CSU/UC) CSU Area B-2

## **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

## **A.S.-T. IN GEOLOGY**

### **Associate in Science in Geology for Transfer degree (AS-T)**

This degree is primarily intended for the student who wants to earn a degree on the way to transferring to a California State University.

### **To complete the Associate in Science in Geology for Transfer degree, a student must:**

1. Complete 60 semester units\* or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Complete all courses in the major with a grade of "C" or better, or "P" if the course is taken as "pass/no pass."
3. Obtain a minimum grade point average of 2.0.

REQUIREMENTS				UNITS
GEOL	120	Physical Geology		3
GEOL	120L	Physical Geology Laboratory		1
GEOL	121	Historical Geology		4
CHEM	131	General Chemistry I		5
CHEM	132	General Chemistry II		5
MATH	123	Analytic Geometry and Calculus		5

MATH 124 Analytic Geometry and Calculus II

5

**Total Major Units****28**

Maximum Units Double-Counted (IGETC/CSU-GE):

7 units/7 units

Required IGETC/CSU-GE Breadth:

37 units/39 units

Remaining CSU Transferable Electives (IGETC/CSU-GE):

2 units/0 units

**TOTAL DEGREE UNITS****60**

Upon successful completion of this degree, students will be able to:

- Organize and create scientific inquiries using primary data collected from the lab with appropriate scientific methodologies and practices.
- Assess geologic hazards for specific areas, and evaluate and compare mitigation strategies.
- Judge appropriate techniques for collecting field data at specific sites.

**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. Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the associate degree. **All students should consult a counselor.**

REQUIREMENTS				UNITS
CHEM	131	General Chemistry I		5
CHEM	132	General Chemistry II		5
GEOL	120	Physical Geology		3
GEOL	120L	Physical Geology Lab		1
GEOL	121	Historical Geology		4
GEOL	125	Field Geology I		2.5
<b>Or</b>				
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 MAJOR UNITS****35-35.5**

Upon successful completion of this degree, students will be able to:

- Apply fundamental principles from physics and chemistry to scientific questions related to the earth.
- Organize and create scientific inquiries using primary data collected from the lab and/or the field, in accordance with appropriate scientific methodologies and practices.
- Assess geologic hazards for specific areas, including hazards from earthquakes and landslides.
- Evaluate and compare mitigation strategies for geologic hazards and environmental pollution issues.

**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, C-ID: GEOL 130

**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, C-ID: GEOL 120

**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, C-ID: GEOL 200

**GEOL 115: Volcanoes**

3.0 Units. 3 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**

3.0 Units. 3 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, C-ID: GEOL 100

**GEOL 120L: Physical Geology Laboratory**

1.0 Unit. 3 lab hrs/wk. Prerequisite: GEOL 120 or concurrent enrollment.

This laboratory involves hands-on interaction with minerals, rocks, maps, and geologic computer programs. This course is meant as a complement to GEOL 120 (Physical Geology), though students may take the courses at separate times. Field trips to local areas of interest may be included. (CSU/UC) AA/AS Area A, CSU Area B-3, IGETC Area 5C, C-ID: GEOL 100

**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, C-ID: GEOL 111

**GEOL 125: Field Geology I**

2.5 Units. 78.75 hours of field investigation to be arranged over three weekends, and 16 lecture hours to be arranged. Repeat: 1. Prerequisite: GEOL 110 or 120 or concurrent enrollment.

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. A 10-day field trip during the spring break and 12 lecture hours to be arranged. Advisory: GEOL 120 or GEOG 101.

This course is designed to provide serious earth science majors or general interest students with a unique and wonderful opportunity to learn how their Earth works and do so while traveling through spectacular terrain and stunning scenery in the western United States. (CSU/UC)

**GEOL 127A: Extended Field Studies**

1.5 Units. A 7-day field trip and 8 lecture hours to be arranged. Prerequisite: GEOL 120.

A one-week field investigation of a selected area. (CSU)

**GEOL 127B: Extended Field Studies**

3.0 Units. A 14-day field trip and 16 lecture hours to be arranged. Prerequisite: GEOL 120.

A two-week field investigation of a selected area in the Western United States. (CSU)

**GEOL 128: Geologic Studies of Point Reyes and the San Andreas Fault**

2.0 Units. A three-hour meeting is required at the beginning for logistics. Five 7-hour sessions. No prerequisite.

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 35 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. A three-hour meeting is required at the beginning for logistics. Five 7-hour sessions. No prerequisite.

Marin County is blessed with an extraordinary geology. This field lecture course focuses on the area east of the San Andreas Fault. The course meets for a total of 35 hours at geologically unique locations chosen to illustrate the geological features and geological history of this portion of the county through field lecture, direct observation and geological exercises. (CSU)

**GEOL 140: Environmental Field Techniques**

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

This course is designed to teach the fundamentals of environmental sampling and monitoring. Topics include surveying and mapping; data collection and management; and hydrological, geological, and biological assessment methods. This course is field based, and emphasizes the mastery of practical field techniques. (CSU)

**GEOL 142: Environmental Policy and Decision-Making**

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

Environmental policy and subsequent regulation is one way of managing the relationship between human activities and their effects on natural ecosystems. This course is a study of federal, state, and local environmental legislation and its history. The course chronicles America's awakening to environmental issues and the ways in which

decisions affecting the environment occur. The content of the course is vital to environmental policymakers, scientists, and advocates. (CSU/UC)

### GEOL 145: Ethics in Science

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

This course explores some of the most pressing issues facing our society today. It enables students to investigate and understand the controversies surrounding current and future technologies, and helps them make rational decisions when faced with situations in their own lives and at the voting booth. The course is appropriate for both science and nonscience majors. (CSU/UC) AA/AS Area C

### GEOL 201: Elementary Mineralogy

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: GEOL 120.

An introduction to the basic principles of mineralogy including crystallography; the basic concepts of physical, chemical, and optical mineralogy; and the formation and occurrence of mineral deposits. Laboratory work includes the determination of minerals by physical properties, chemical tests with the use of the blowpipe, crystal morphology, and the study of minerals in thin section under the polarizing microscope. (CSU/UC) AA/AS Area A, C-ID: GEOL 280

### GEOL 250: Scientific Research and Reporting

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

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

## HEALTH EDUCATION

The field of health education promotes physical health and wellness, exploring important issues such as weight control, nutrition, and stress management. Coursework in this field can lead to certification as a personal fitness trainer, or can prepare students for other careers as wellness and fitness professionals.

### Career Options

Activity Specialist, Adaptive Physical Education Specialist, Athletic Club Manager, Athletic Manager, Athletic Trainer, Camp Director, Coach, Corrective Therapist, Emergency Medical Technician, Fire Fighter, Health Club Staff Member, Massage Therapist, Personal Fitness Trainer, Physical Therapist, Public Health Educator, Recreation Leader/Director, Recreation Therapist, Teacher/Instructor

### Faculty

Kathleen Smyth

Department Phone: 415-485-9580

### Personal Fitness Trainer Skills Certificate

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

The Personal Fitness Trainer Skills Certificate constitutes a skill and knowledge set that enables students to either begin as an entry-level Personal Fitness Trainer (PFT) or advance in their already existing PFT careers.

REQUIREMENTS			UNITS
KIN	121	Personal Trainer Certification Course	3.5
<b>Choose 13-14 units from the following list:</b>			
KIN/BIOL	107	Human Biology	3
KIN/HED	114	Introduction to Kinesiology	3
HED	115	Weight Control, Exercise and Nutrition	3
KIN/HED	119	Effective Teaching Strategies in Wellness and Fitness	3
KIN/HED	118	Sports Nutrition for Health and Performance	2
KIN	120	Introduction to Sport and Exercise Psychology	
		(also offered as PSY 130)	3
KIN/HED	143	Introduction to Sports Medicine	3
KIN/FIRE	215	Advanced First Aid/First Responder or	3
		Any two physical activity courses (one unit each)	2
<b>TOTAL CERTIFICATE UNITS</b>			<b>16-17.5</b>

## HEALTH EDUCATION COURSES (HED)

### HED 114: Introduction to Kinesiology

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as HED 114 or KIN 114; credit awarded for only one course.

This course introduces an interdisciplinary approach to the study of human movement, provides an overview of the importance of the sub-disciplines in kinesiology, and addresses career opportunities in the areas of teaching, coaching, allied health and fitness professions. (CSU/UC) C-ID: KIN 100

### 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 will be emphasized. (CSU/UC)

### HED 118: Sports Nutrition for Health and Performance

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as HED 118 or KIN 118; credit awarded for only one course.

This course is designed for personal fitness trainers, athletes, coaches and parents who are seeking sports-specific nutrition for aerobic, anaerobic and speed-endurance training. Topics include fueling the athlete, energy systems, metabolism, hydration, sports nutrition products, ergogenics, weight management, and sports-specific nutritional needs to improve athletic performance. (CSU)

### HED 130: Contemporary Health Issues

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

This course includes, but is not limited to, the study of physical and psychological health, creating healthy relationships, avoiding and overcoming harmful habits, prevention of disease, and developing healthy lifestyles. (CSU/UC) CSU Area E

**HED 140: Stress Management and Health**

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

This course examines the theoretical framework of stress and stress-management techniques. Areas of study include defining stress, understanding psychological theories of stress, causes of stress, and health consequences of stress. Students examine and analyze strategies to manage and cope with stress, such as time management, relaxation techniques, communication skills, diet, and exercise. (CSU/UC) CSU Area E

**HED 143: Introduction to Sports Medicine**

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: KIN 107 or BIOL 107. Can be taken as HED 143 or KIN 143; credit awarded for only one course.

This course introduces methods of prevention, recognition, evaluation, rehabilitation, reconditioning, taping, and immediate care of athletic injuries to the upper and lower extremities. The course can benefit coaches from all sports, students interested in the athletic training profession, and the physically active individual. Anatomy, mechanism-of-injury, and pathology are stressed. (CSU/UC)

**HED 216A: American Red Cross Lifeguard Training**

1.5 Units. 1 lecture and 1.5 TBA hrs/wk. Repeat: 3. Prerequisite: Students must be able to perform the following pretest: [1] Tread water continuously in the diving pool for two minutes using legs only; [2] Swim 500 yards continuously with no time limit using the following strokes: crawl stroke, breast stroke, side stroke for at least 100 yards each; [3] Submerge to a minimum depth of seven feet and retrieve a ten-pound object and return to the surface with the object at no time limit. Can be taken as HED 216A or KIN 216A; credit awarded for only one course.

This course is designed for those desiring to fulfill the requirements for the American Red Cross Lifeguard Certification. (CSU)

## HISTORY

History is an evolving record of human emotions, human aspirations, and human successes and failures. Historians deal with goals, fears, interests, and prejudices of people in the past and the impact of their thoughts and actions on the people of today and tomorrow. The study of history is a valuable adjunct for many careers both inside and outside of the social sciences.

**Career Options**

Archaeologist, Archivist, Biographer, Criminologist, Documentary Film Writer, Environmental Studies, Foreign Service Officer, Genealogist, 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, Paul Cheney, Walter B. Turner  
Department Phone: 415-485-9630

**A.A.-T. IN HISTORY****Associate in Arts in History for Transfer degree (AA-T)**

This degree is primarily intended for the student who wants to earn a degree on the way to transferring to a California State University. To

complete the Associate in Arts in History for Transfer degree, a student must:

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”
3. Obtain a minimum grade point average of 2.0.

REQUIREMENTS				UNITS
<b>Required Core Courses:</b>				
HIST	117	History of the United States I		3
HIST	118	History of the United States II		3
<b>List A - select two courses:</b>				
HIST	101	World History I: Origins of the Major Traditions		4
<b>Or</b>				
HIST	110	Western Civilization I: to 1350		3
<b>And</b>				
HIST	111	Western Civilization II: 1350 to 1815		3
HIST	102	World History II: Evolution of the Modern World		4
<b>Or</b>				
HIST	112	Western Civilization III: the 19th and 20th Centuries		3
<b>List B - select one course from each area:</b>				
<b>Area 1:</b>				
Any diversity course defined as World History 1500 or World History since 1500 if not used in List A.				
HIST	101	World History I: Origins of the Major Traditions		4
<b>Or</b>				
HIST	102	World History II: Evolution of the Modern World		4
HIST	121	History of Latinos in the United States		3
HIST	151	Native American History		3
HIST	211	Women in American History and Politics		3
HIST	212	History and Politics of Modern Asia		3
HIST	214	History of Latin America		3
HIST	216	History of Mexico		3
HIST	238	History of Africa		3
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
ETST	214	History of Latin America		3
ETST	216	History of Mexico		3
COMM	160	Images of Race, Gender and Class in the Media		3
ASL	101	Elementary Sign Language I		4
CHIN	101	Elementary Chinese Mandarin I		4
FREN	101	Elementary French I		4
ITAL	101	Elementary Italian I		4
JPNS	101	Elementary Japanese I		4
SPAN	101	Elementary Spanish I		4
<b>Area 2:</b>				
Any course not used in List A.				
ART	101	History of Ancient Art		3

ART	102	History of European Art	3
ART	104	History of Asian Art	3
ART	107	History of American Art	3
ANTH	102	Introduction to Cultural Anthropology	3
ANTH	103	Globalization and Peoples and Cultures of the World	3
ANTH	110	Introduction to Archaeology and Prehistory	3
ANTH	204	Native American Cultures	3
POLS	102	Comparative Political Systems	3
POLS	103	Political Theory	3
POLS	104	International Relations	3
POLS	117	The Middle East: A Political Perspective	3
POLS	201	Understanding Globalization	3
POLS	210	War, Peace and the United Nations	3

**Total Major Units****18-22**

Maximum Units Double-Counted (IGETC/CSU-GE): 9-12 units/9-15 units

Required IGETC/CSU-GE Breadth: 37 units/39 units

Remaining CSU Transferable Electives (IGETC/CSU-GE): 10-17 units/8-18 units

**TOTAL DEGREE UNITS****60**

Upon successful completion of this degree, students will be able to:

- Demonstrate an understanding of the chronology, phases, movements, key events and ideas that have shaped nations and people.
- Use the historical method to access, evaluate, and reference primary and secondary sources and demonstrate a grasp of research methods in the social sciences.
- Recognize the value judgments made and bias about specific societies and nations and weigh competing theories about the causes of specific historical phenomena.

**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 Native Americans before Columbus to the present. Economic, social and political institutions, developments and processes 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, C-ID: HIST 150

**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, C-ID: HIST 160

**HIST 110: Western Civilization I: to 1350***3.0 Units. 3 lecture hrs/wk. No prerequisite. 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.*

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 and C, CSU Areas C-2 and D-6, IGETC Area 4

**HIST 111: Western Civilization II: 1350 to 1815***3.0 Units. 3 lecture hrs/wk. No prerequisite. 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.*

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 and C, CSU Areas C-2 and D-6, IGETC Area 4, C-ID: HIST 180/170

**HIST 112: Western Civilization III: the 19th and 20th Centuries***3.0 Units. 3 lecture hrs/wk. No prerequisite. 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.*

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 and C, CSU Areas C-2 and D-6, IGETC Area 4, C-ID: HIST 180/170

**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 development of the United States from Native Americans before Columbus through the Civil War and Reconstruction. Note: History 117 and 118 are recommended (instead of History 100) or required for majors



and minors in history, teaching, social science, legal, and certain other areas. (CSU/UC) AA/AS Area B or F, CSU Area D-6, IGETC Area 4, CSU US History, Constitution, and American Ideals, C-ID: HIST 130

### **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 development of the United States from 1865 to the present. Note: History 117 and 118 are recommended (instead of History 100) or required for majors and minors in history, teaching, social science, legal, and certain other areas. (CSU/UC) AA/AS Area B or F, CSU Area D-6, IGETC Area 4, CSU US History, Constitution, and American Ideals, C-ID: HIST 140

### **HIST 121: History of Latinos in the United States**

3.0 Units. 3 lecture hrs/wk. No prerequisite. May be taken as ETST 121 or HIST 121; credit awarded for only one course.

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

### **HIST 151: Native American History**

3.0 Units. 3 lecture hrs/wk. No prerequisite. May be taken as ETST 151 or HIST 151; credit awarded for only one course.

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

### **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) Area D-6 and D-8 IGETC Area 4

### **HIST 214: History of Latin America**

3.0 Units. 3 lecture hrs/wk. No prerequisite. May be taken as ETST 214 or HIST 214; credit awarded for only one course.

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 216: History of Mexico**

3.0 Units. 3 lecture hrs/wk. No prerequisite. May be taken as ETST 216 or HIST 216; credit awarded for only one course.

An interdisciplinary course on the history and ethnic studies of Mexico beginning with pre-Columbian societies. The 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

## **HOSPITALITY**

Hospitality is a dynamic and growing industry in the North Bay. The hospitality program at College of Marin prepares students for entry-level supervisory or management positions across a variety of industries where customer service is paramount: food and beverage, including wineries, restaurants, and eateries; entertainment and recreation, including clubs, parks and casinos; hotel operations, including hotels and inns; travel and tourism, including travel agencies, airlines and cruises, and tour guides; and event and convention planning.

*Please note: A Certificate of Achievement in Hospitality Management is under review by the Chancellor's Office and will be published in a forthcoming catalog supplement upon approval.*

### **A.S.-T. IN HOSPITALITY MANAGEMENT**

#### **Associate in Science in Hospitality Management for Transfer degree (AS-T)**

The goal of the Associate in Science in Hospitality Management for Transfer Degree is to provide an efficient option for transfer to the California State University (CSU) from College of Marin in the Hospitality Management major. As one of the primary missions



of the community college is transfer, this degree offers students an option in a high-demand major. The intent is for students to satisfy the lower-division major preparation and general education requirements before transfer. To complete the Associate in Science in Spanish for Transfer degree, a student must:

1. Complete 60 semester units\* or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”
3. Obtain a minimum grade point average of 2.0.

REQUIREMENTS		UNITS
<b>Required Core (3 units):</b>		
HOSP	100 Introduction to Hospitality Management	3
<b>List A. Select 8-9 units or three courses:</b>		
ECON	102 Microeconomics	3
HOSP	110 Sanitation and Safety	3
HOSP	120 Hospitality and Cost Control	3
HOSP	130 Introduction to Food and Beverage Management	3
HOSP	140 Introduction to Hotel Management	3
HOSP	150 Hospitality Law	3
HOSP	160 Culinary Production and Operations	3
<b>List B. Select 6-7 units or two to three courses. Any courses not used in List A:</b>		
BUS	112 Financial Accounting	4
MATH	115 Probability and Statistics	4
	Or	
STAT	115 Introduction to Statistics	4
<b>Total Major Units</b>		<b>20</b>
Maximum Units Double-Counted (IGETC/CSU-GE):		0-6 units/0-6 units
Required IGETC/CSU-GE Breadth:		37 units/39 units
Remaining CSU Transferable Electives (IGETC/CSU-GE):		9 units/7 units
<b>TOTAL DEGREE UNITS</b>		<b>60</b>

Upon successful completion of this degree, students will be able to:

- Demonstrate the skills, knowledge, and ability to become successful leaders in the hospitality industry.
- Identify and apply the laws governing the hospitality industry.
- Illustrate the essential business and financial functions of the various hospitality operations.
- Identify and apply basic culinary arts and food safety principles.
- Demonstrate a variety of problem-solving and critical thinking skills as related to the hospitality industry.

## HOSPITALITY COURSES (HOSP)

### HOSP 100: Introduction to Hospitality Management

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

This course covers the history, scope, and functions of the hospitality, food service, and tourism industries. It emphasizes basic manage-

ment theories and principles as they apply to the industry. Topics include an overview of career opportunities, responsibilities, professionalism, and career ethics. (CSU)

### HOSP 110: Sanitation and Safety

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

Introduction to sanitation and public health as related to the food service industry, including potential hazards that may occur in the operation and production of food. Prevention and control of food-borne illnesses through the flow of food and HACCP management. Also includes the study of worker safety. (CSU)

### HOSP 120: Hospitality and Cost Control

3.0 Units. 3 lecture hrs/wk. Prerequisite: BUS 112.

This course includes analyzing and managing food, beverage, labor, and other costs within a hospitality operation. Emphasizes problem solving and applying cost control techniques to maximize profits while managing expenses. Topics include establishing standards, cost-volume-profit analysis, forecasting, purchasing and storage controls, menu costing and pricing, theft prevention, and labor control. (CSU)

### HOSP 130: Introduction to Food and Beverage Management

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

Techniques and procedures of management are explored and developed as they relate to commercial and institutional food and beverage facilities. Topics include functions of management, marketing, menu development, effective cost controls in purchasing, labor, and service techniques. (CSU)

### HOSP 140: Introduction to Hotel Management

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

An introduction to the operating system and components of a hotel-resort facility, including front office, housekeeping, food/beverage, sales/marketing, accounting, property maintenance, human resource management, and information systems. (CSU)

### HOSP 150: Hospitality Law

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

This course introduces the laws and regulations that influence business and management decisions applicable to the ownership and operation of inns, hotels, motels, resorts, restaurants, bars, and other hospitality businesses. Students are provided with practical knowledge of the law and operation of the legal system, and of the hospitality industry's Legal Fundamentals including negligence, relationships with guests, contracts, liability, and the sale of food and alcohol. The course also explores questions of ethics in hospitality management. (CSU)

### HOSP 160: Culinary Production and Operations

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

Through a combination of lecture and lab sessions, students are introduced to fundamental culinary principles, techniques, and operations. Students are introduced to and apply skills in product identification, ingredient handling, recipe costing, commercial recipe development, cooking fundamentals, and professional standards of commercial operations. (CSU)

## NONCREDIT HOSPITALITY COURSES (VOCH)

### VOCH 086: California Food Handler Training

0.0 Units. 8 lecture hours total. Course is repeatable. No prerequisite.

All employees working in the hospitality industry who handle food products must have this certification. The workshop delivers food safety training to participants, covering five key areas: basic food safety, personal hygiene, cross-contamination, allergens, time and temperature, and cleaning and sanitation.

### VOCH 087: ServSafe Manager Preparation

0.0 Units. 16 lecture hours total. Course is repeatable. No prerequisite.

Participants learn the basic principles of food safety and sanitation, and the application of these principles in a food service operation. The class covers all the major points of sanitation, including how food becomes unsafe, proper precautions, personal hygiene, food contamination, regulations, and inspection standards. The nationally recognized ServSafe Managers Certification exam, required for most food service operations, is given at the end of the class.

### VOCH 088: Fundamentals of Responsible Alcohol Service

0.0 Units. 8 lecture hours total. Course is repeatable. No prerequisite.

This course covers the basic principles of responsible alcohol service, including alcohol law and your responsibility, recognizing and preventing intoxication, checking identification, and handling difficult situations. The Fundamentals of Responsible Alcohol Service certification exam is given at the end of the class; certification is suggested for any establishments or organizations that serve alcohol.

### VOCH 090: Elements of Effective Customer Service

0.0 Units. 8 lecture hours total. Course is repeatable. No prerequisite.

This course teaches concepts and skills to provide outstanding customer service including problem solving, effective communication, dealing with challenging customers, turning around difficult situations, providing an individualized experience, becoming a knowledgeable employee, understanding commitment to the property, the importance of customer service to business success, and current trends and practices. At the end of the class, students will be prepared to take the Guest Service Gold certification exams offered by the American Hotel and Lodging Educational Institute.

### VOCH 091: Introduction to Customer Service

0.0 Units. 8 lecture hours total. Course is repeatable. No prerequisite.

This course provides and builds on concepts and skills required to deliver outstanding customer service including problem solving, effective communication, conflict management, e-mail and voicemail etiquette, and workplace basics. It also includes using authenticity, intuition, empathy, initiative, and leadership. At the end of the class, students will be prepared to take the Guest Service Gold certification exams offered by the American Hotel and Lodging Educational Institute.

### VOCH 092: Enhancing Customer Service

0.0 Units. 8 lecture hours total. Course is repeatable. No prerequisite.

This course teaches concepts and skills to provide outstanding customer service including the benefits of excellent service, working under pressure, internal partners, managing customer expectations, personality profiles, and handling difficult customers.

## 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

### 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. Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the associate degree. **All students should consult a counselor.**

REQUIREMENTS				UNITS
<b>Nine units in humanities to be chosen from the following:</b>				
HUM	100A	Introduction to Humanities: Ancient Greece to Medieval Period		3
HUM	100B	Introduction to Humanities: Renaissance to the Modern Period		3
HUM	118	Introduction to World Religion		3
HUM	125	Myth, Symbol, and the Arts		3
<b>In addition, 9 units to be chosen from the following:</b>				
(Please note: Students may not repeat courses chosen from the humanities courses listed above.)				
<b>Architectural History</b>				
ARCH	100	History of Architecture I		3
ARCH	101	History of Architecture II		3
ARCH	102	History of Architecture III		3
<b>Art History</b>				
ART	101	History of Ancient Art		3
ART	102	History of European Art		3
ART	103	History of Modern Art		3
ART	104	History of Asian Art		3
ART	105	History of Contemporary Art		3
ART	106	History of Women Artists		3
ART	107	History of American Art		3
ART	108	Arts of the Americas (also offered as ETST 108 or HUM 108)		3
<b>Dance History</b>				
DANC	108	Dance History: Dancing/Pleasure/Power/Art of Movement		3
<b>Film History and Criticism</b>				
HUM/FILM	109A	History of Film: Beginning to 1950		4
HUM/FILM	109B	Analysis and History of Contemporary Media		3
<b>History of Theatre</b>				
DRAM	110	Introduction to the Theatre		3
DRAM	112	Drama: Play, Performance Perception		3
DRAM	116	Survey of Dramatic Literature: Ancient Greek to the Present		3
DRAM	117	Survey of Dramatic Literature: Shakespeare and His Theatre		3
<b>Humanities</b>				
HUM	100A	Introduction to Humanities: Ancient Greece to Medieval Period		3
HUM	100B	Introduction to Humanities: Renaissance to the Modern Period		3
HUM	118	Introduction to World Religion		3
HUM	125	Myth, Symbol, and the Arts		3
<b>Literature</b>				
ENGL	212	Introduction to Poetry		3
ENGL	218	The American Short Story		3

ENGL	219	Voices and Visions	3
ENGL	220	Detective Fiction	3
ENGL	221A	Survey of American Literature I	3
ENGL	221B	Survey of American Literature II	3
ENGL	222	Survey of English Literature I	3
ENGL	223	Survey of English Literature II	3
ENGL	224	Survey of World Literature I	3
ENGL	225	Survey of World Literature II	3
ENGL	230	Survey of Shakespeare	3
ENGL	235	Women in Literature	3
<b>Music History</b>			
MUS	101	Introduction to Classical Music	3
<b>Philosophy</b>			
PHIL	110	Introduction to Philosophy	3
PHIL	111	Introduction to Ethics	3
PHIL	117	History of Philosophy: Late Modern to Contemporary	3

**TOTAL MAJOR UNITS****MINIMUM OF 18**

Upon successful completion of this degree, students will be able to:

- Demonstrate interpretive skills, including aptitude in the analysis and synthesis of information, analogical reasoning, and the understanding of validity and soundness in argumentation.
- Demonstrate familiarity with the contributions of various humanistic disciplines to the culture of the West and to world culture.
- Think independently, imaginatively and creatively, and understand differing viewpoints and perspectives.
- Demonstrate an understanding of the relevance of the humanities to their own lives.

## HUMANITIES COURSES (HUM)

### HUM 101: The Human Condition

3.0 Units. 3 lecture hours plus one additional lab hour required weekly. May be taken as HUM 101 or ENGL 101; credit awarded for only one course.

This interdisciplinary course challenges students to further develop critical reading, writing, and thinking abilities through comparative study of materials from literature and various disciplines. Students evaluate shared cultural experiences that have shaped and continue to shape the human condition. The course examines the various impulses, needs, and forces that have influenced the human struggle for order, acceptance, knowledge, understanding, self-expression, power, freedom, individuality, and survival. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

### 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, C-ID: HIST 170

### 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, C-ID: HIST 180

### HUM 108: History of Arts of the Americas

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

This course covers a selection of the art and visual culture of the Americas: North, Central, and South America, and the Caribbean. Art of the United States focuses on works from the culturally diverse peoples of the Bay Area. (CSU/UC) AA/AS Areas C & G, CSU Area C-1, IGETC Area 3A, C-ID: ARTH 140

### HUM 109A: History of Film: Beginning to 1950

4.0 Units. 4 lecture hrs/wk. No prerequisite. Can be taken as HUM 109A or FILM 109A; credit awarded for only one course.

This course offers a chronological survey of narrative film as art, business, technology, and politics from the beginning of the movies in the 1890s to post World War II. Periods and movements covered include the Silent Era, German Expressionism, Soviet Avant Garde and editing of the 1920s, French classicism, American Studio Period and sound, as well as the history of censorship in the United States. Classroom screenings of representative films. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

### HUM 109B: Analysis and History of Contemporary Media

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as HUM 109B or FILM 109B; credit awarded for only one course.

This course offers an analysis and the history of contemporary media as an art, business, technology, and as an expression of the culture and politics of the times and places from which it emerges. Its focus is on the historical development and analysis of cinema, digital media (Internet, computers, smart devices, social media, etc.), legacy media, television, music and radio. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

### 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 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.

Students explore the cultural diversity and complex history of our globalized world through a variety of 20th and 21st century writings. Students discuss and analyze representative literary and expository texts, focusing 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. Prior arrangement with instructor is required.

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 Code must then be submitted to the Office of Enrollment Services.

**INDEPENDENT STUDY COURSES****249ABC: Independent Study**

1-3 Units. Three laboratory hours weekly per unit. Limit to Enrollment: One course in the discipline and/or prerequisite(s) determined by the appropriate discipline. Prior arrangement with instructor is required.

**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: 415-485-9480

**Policy Statement Regarding Sequence of Enrollment in Italian 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 ITALIAN**

Italian 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. Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the associate degree. **All students should consult a counselor.**

REQUIREMENTS			UNITS
<b>Core requirements (16 units)</b>			
ITAL	101	Elementary Italian I	4
ITAL	102	Elementary Italian II	4
ITAL	203	Intermediate Italian III	4
ITAL	204	Intermediate Italian IV	4
<b>Select one elective from the following (minimum of 3 units)</b>			
ITAL	108A	Italian Culture Through Cinema	3
ITAL	110	Conversational Italian I	4
ITAL	112	Conversational Italian II	4
ITAL	114	Conversational Italian III	4
ITAL	225	Advanced Italian I	3
ITAL	226	Advanced Italian II	3
ITAL	228*	Italian Conversation and Culture through Film	1

\*Students must choose a second elective along with ITAL 228

**TOTAL MAJOR UNITS****MINIMUM OF 19**

Upon successful completion of this degree, students will be able to:

- Understand Italian as spoken at a natural speed by a native Italian speaker discussing a wide range of common topics.
- Speak Italian with ease and correctness to a native speaker about many subjects, including school, work, travel, current events and culture, with effective use of grammar and good pronunciation.
- Read authentic texts in Italian, including newspapers, printed and electronic articles and letters, and literature, by explaining the main ideas and themes both orally and in writing.
- Write grammatically correct and well-organized short essays in Italian, on topics ranging from daily life to cultural and news stories.

**Skills Certificate in Italian**

Skills Certificates are an acknowledgement that the student has attained a specified set of competencies within a program. Skills Certificates require less than 18 units and are shorter in duration than the Certificate of Achievement.

The Italian Skills Certificate provides a way for students to verify that they have reached a level of proficiency in the Italian language.

REQUIREMENTS			UNITS
ITAL	101	Elementary Italian I	4
ITAL	102	Elementary Italian II	4
ITAL	203	Intermediate Italian III	4
<b>TOTAL CERTIFICATE UNITS</b>			<b>12</b>

## ITALIAN COURSES (ITAL)

### ITAL 101: Elementary Italian I

4.0 Units. 4 lecture 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

4.0 Units. 4 lecture hrs/wk. Prerequisite: ITAL 101.

Further emphasis on the structure of the language, verbal communication, and understanding the Italian culture. Continued use of the language laboratory for further mastery of the language. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6; UC Language other than English

### ITAL 108A: Italian Conversation and Culture Through Film of the Twentieth Century

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

This course introduces students to prominent films that portray historical and sociocultural aspects of Italian society. Topics include fascism, colonialism, World War II, the Holocaust, the economic struggle and miracle of postwar Italy, organized crime, and the role of Italy in the modern world. (CSU/UC) CSU Area C-2, IGETC Area 3B

### ITAL 108B: Italian Conversation and Culture Through Film of the New Millennium

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

This course introduces students to films that were inspired by contemporary cultural phenomena in Italian society: demographic changes, political scandals and instability, massive immigration, unemployment, changing influence of the church, and the pervasive influence of commercial TV. (CSU/UC) AA/AS Area C, CSU Area C-2; IGETC Area 3B

### ITAL 110: Conversational Italian I

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

Use of modern colloquial Italian in conversation. 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

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

Further development of modern colloquial Italian in conversation. 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

3.0 Units. 3 lecture hrs/wk. Prerequisite: ITAL 102 or 112 or equivalent.

Continued use of modern colloquial Italian in more thematically diverse and complex conversations. 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

4.0 Units. 4 lecture hrs/wk. Prerequisite: ITAL 102.

In-depth study of Italian with grammar review, composition, and introduction to literature. The language laboratory offers the use of audiovisual materials for improved fluency and accuracy in pronunciation as well as the presentation of cultural and literary topics. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6; UC Language other than English

### ITAL 204: Intermediate Italian IV

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

Continuation of study and practice in speaking, understanding, reading, and writing Italian. Completion of in-depth review of Italian grammar, as well as readings in literature, history, and culture of the Italian people. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6; UC Language other than English

### ITAL 225: Advanced Italian I

3.0 Units. 3 lecture hrs/wk. Prerequisite: ITAL 204.

Courses aimed at expanding the student's knowledge of the Italian language and civilization through the study of grammar and literature. Emphasis is placed on acquiring an advanced level of verbal expression in conversation, reading, and writing. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6; UC Language other than English

### ITAL 226: Advanced Italian II

3.0 Units. 3 lecture hrs/wk. Prerequisite: ITAL 225 or equivalent.

An advanced course offering practice in speaking, understanding, reading and writing Italian, emphasizing the civilization and culture of Italy. The course introduces literary analysis of short stories, poems and novels. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6; UC Language other than English

### ITAL 228: Italian Conversation and Culture Through Film

1.0 Unit. 3 lecture hrs/wk. Prerequisite: ITAL 102.

In this introduction to Italian cinema, culture, and language, students focus on acquiring and improving conversational ability and cultural comprehension through the study of film. They practice speaking and writing Italian extensively, building practical vocabulary, and emphasizing comprehension and oral/written expression. The course examines a variety of political, historical, and social themes as experienced in Italian society throughout the modern period, and the multiple ways in which these themes have shaped the image of modern Italy. (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: 415-485-9480

### Policy Statement Regarding Sequence of Enrollment in Japanese 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.

## JAPANESE COURSES (JPNS)

### JPNS 101: Elementary Japanese I

4.0 Units. 4 lecture 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

4.0 Units. 4 lecture 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 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

4.0 Units. 4 lecture 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. Students learn 300 Kanji writing characters. (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.

Advanced study and practice of grammar, reading, understanding, discussing, and writing Japanese. Students acquire new idiomatic expressions, grammar, and Kanji characters, as they read, analyze, and discuss essays, letters, newspaper articles, and a short story. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

### JPNS 226: Advanced Japanese II

3.0 Units. 3 lecture hrs/wk. Prerequisite: JPNS 225.

Continuation of the advanced study and practice of grammar, reading, understanding, discussing, and writing Japanese. Students acquire new idiomatic expressions, grammar, and Kanji characters, as they read, analyze, and discuss essays, letters, newspaper articles, and a short story. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

## JOURNALISM

The main goals of journalism courses are to prepare students to become accurate and thorough researchers and precise writers. The discipline emphasizes the need to think and write clearly and has a two-fold purpose: to prepare students for careers in newspaper work,



television, and radio news or public relations, and to provide a study of mass media communications for students who desire to enhance their liberal education.

### Career Options

Advertising Copywriter, Broadcaster, Feature Writer, Newspaper Writer, Photojournalist, Print Journalist, Public Relations Worker, Publications Editor, Publicist: Trade/Business/Labor, Writer/Editor

Department Phone: 415-485-9348

## JOURNALISM COURSES (JOUN)

### 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, blogs and vlogs, and photo-journalism. Major topics include “the newsroom,” the ingredients of a news story, qualities of good writing and ethics, interviewing, gathering information, feature writing, press conferences, “beats,” and the legal ramifications of reporting. Skills in reporting and writing a news story are developed through writing for Mariner TV or other publications and media. (CSU) C-ID: JOUR 110

### 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) C-ID: JOUR 130

### 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) C-ID: JOUR 131

## KINESIOLOGY

A career in kinesiology or physical education offers many job possibilities. One may be a director or a counselor or instructor in a program of physical activity at a camp or youth agency. Other possibilities are playground supervisor or coach of a team or officiating at sports events. There are also opportunities for teaching children with special problems such as physical or mental disabilities.

### Career Options

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

Faculty

George Adams, Steve Berringer, Kathleen Smyth

Department Phone: 415-485-9580

## A.A.-T. IN KINESIOLOGY

### Associate in Arts in Kinesiology for Transfer degree (AA-T)

The goal of the Associate in Arts in Kinesiology for Transfer Degree is to provide an efficient option for transfer to the California State University (CSU) from College of Marin in the Kinesiology major. As one of the primary missions of the community college is transfer, this degree offers students an option in a high-demand major. The intent is for students to satisfy the lower-division major preparation and general education requirements before transfer. **To complete the Associate in Arts in Kinesiology for Transfer degree, a student must:**

1. Complete 60 semester units\* or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements, and
  - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”
3. Obtain a minimum grade point average of 2.0.

REQUIREMENTS			UNITS
<b>Required Core:</b>			
KIN/HED	114	Introduction to Kinesiology	3
BIOL	120	Human Anatomy	5
BIOL	224	Human Physiology	5
KIN	155A	Swimming	.5-2
KIN	169A	Weight Training	.5-2
KIN	173A	Yoga	.5-2
<b>List A. Select two courses:</b>			
MATH	115	Probability and Statistics	4
<b>Or</b>			
STAT	115	Introduction to Statistics	4
CHEM	115	Survey of Organic and Biochemistry	5
<b>Or</b>			
CHEM	131	General Chemistry	5
PHYS	108A	General Physics	4
<b>Or</b>			
PHYS	207A	Mechanics and Properties of Matter	5
FIRE	215	Advanced First Aid/First Responder	3
<b>Total Major Units</b>			<b>23 - 26</b>



Maximum Units Double-Counted (IGETC/CSU-GE):	7-10 units/7-10 units
Required IGETC/CSU-GE Breadth:	37 units/39 units
Remaining CSU Transferable Electives (IGETC/CSU-GE):	2-8 units/4-7 units

#### **TOTAL DEGREE UNITS 60**

Upon successful completion of this degree, students will be able to:

- Analyze and assess various movement activities with an understanding of the basic principles of anatomy, physiology, and/or biomechanics.
- Identify, value and implement wellness strategies and principles that support a healthy lifestyle.
- Apply critical thinking skills in the quantitative and qualitative analysis of (successful) skill development, proper technique, physiological principles and kinesthetic awareness in activities related to physical education and athletics.
- Utilize current technology to research and compile information in health and wellness, human performance and athletic competition.

### **A.A. IN KINESIOLOGY AND HEALTH**

Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the associate degree. **All students should consult a counselor.**

**\*\*Students may substitute Dance classes for the physical activity requirement.**

<b>REQUIREMENTS</b>			<b>UNITS</b>
<b>Choose 12 units from:</b>			
BIOL	100	Nutrition	3
KIN/BIOL	107	Human Biology	3
KIN/HED	114	Intro to Kinesiology	3
KIN/HED	118	Sports Nutrition for Health and Performance	3
KIN/HED	119	Effective Teaching Strategies	3
KIN	121	Personal Trainer Certification Course	3.5
KIN	124	Introduction to Principles of Coaching	3
KIN/FIRE	215	Advanced First Aid/First Responder	3
HED	115	Weight Control, Exercise and Nutrition	3
HED	130	Contemporary Health Issues	3
HED	140	Stress Management and Health	3
<b>**And choose 6 units from:</b>			
KIN	110ABCD	Mat Pilates	1
KIN	112ABCD	Zumba	1
KIN	113AB	Fitness Center	1
KIN	117ABCD	Basketball	1
KIN	125ABCD	Fitness	1
KIN	127	Functional Training	1
KIN	147	Soccer	1
KIN	155ABCD	Swimming	1
KIN	156ABCD	Aquatic Fitness	1
KIN	160ABCD	Tennis	1
KIN	164	Sports Conditioning	1
KIN	169B	Weight Training	1
KIN	173ABCD	Yoga	1
KIN	175	Intercollegiate Baseball	2
KIN	176	Intercollegiate Basketball	2
KIN	177	Intercollegiate Beach Volleyball	2
KIN	178	Off-Season Intercollegiate Beach Volleyball	1.5
KIN	179ABCD	Beach Volleyball	1
KIN	180	Intercollegiate Soccer	2
KIN	182	Intercollegiate Volleyball	2

KIN	183	Intercollegiate Swimming	2
KIN	185	Intercollegiate Track and Field	2
KIN	190	Off-Season Intercollegiate Baseball	1.5
KIN	191	Off-Season Intercollegiate Soccer	1.5
KIN	192	Off-Season Intercollegiate Basketball	1.5
KIN	193	Off-Season Intercollegiate Swimming	1.5
KIN	194	Off-Season Intercollegiate Volleyball	1.5
KIN	196	Off-Season Intercollegiate Softball	1.5
KIN	198	Off-Season Intercollegiate Track and Field	1.5

#### **TOTAL MAJOR UNITS 18**

Upon successful completion of this degree, students will be able to:

- Analyze and assess various movement activities with an understanding of the basic principles of anatomy, physiology, and/or biomechanics.
- Identify, value, and implement wellness strategies and principles that support a healthy lifestyle.
- Apply critical thinking skills in the quantitative and qualitative analysis of successful skill development, proper technique, physiological principles, and kinesthetic awareness in activities related to physical education and athletics.
- Utilize current technology to research and compile information in health and wellness, human performance, and athletic competition.

### **Personal Fitness Trainer 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.

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.

<b>REQUIREMENTS</b>			<b>UNITS</b>
KIN	121	Personal Trainer Certification Course	3.5
<b>Choose 13-14 units from the following list:</b>			
KIN/BIOL	107	Human Biology	3
KIN/HED	114	Introduction to Kinesiology	3
HED	115	Weight Control, Exercise and Nutrition	3
KIN/HED	119	Effective Teaching Strategies in Wellness and Fitness	3
KIN/HED	118	Sports Nutrition for Health and Performance	2
KIN/FIRE	215	Advanced First Aid/First Responder	3
Any two physical activity courses (one unit each)			2
<b>TOTAL CERTIFICATE UNITS</b>			<b>16.5-17.5</b>

### **KINESIOLOGY COURSES (KIN)**

#### **KIN 107: Human Biology**

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

This course introduces the structure, function, and development of the human body, and foundational concepts to explore personal and societal issues involving human biology. Topics include an introduction to scientific methods of investigation and some elementary

chemistry (no previous background necessary) as a basis for understanding human functions such as movement, digestion, circulation, reproduction, and other systems. Some diseases and other causes of body malfunction are discussed. (CSU/UC) AA/AS Area A, CSU Area B-2, IGETC Area 5B

### **KIN 110ABCD: Mat Pilates**

1-2 Units. 3-6 activity hrs/wk. No prerequisite.

This sequence of courses, from beginning to advanced levels, introduces the Pilates method of body conditioning, emphasizing core musculature as it applies to everyday movement, and developing core strength, posture, breath control, body alignment and flexibility. Benefits include balance, body awareness, relaxation, injury prevention, stress reduction and increased self-confidence. (CSU/UC) AA/AS Area H

### **KIN 111A: Fascia Training for Balance, Strength, and Flexibility**

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

This course introduces various techniques of self-massage to manipulate soft tissue to reduce chronic pain and improve sport performance. Various modalities are used, including foam roller and massage balls. (CSU/UC) AA/AS Area H

### **KIN 112ABCD: Zumba Fitness**

1-2 Units. 3-6 activity hrs/wk. No prerequisite.

Zumba is a fusion of Latin and international music-dance themes, creating a dynamic, exciting, effective fitness system. This sequence of courses, from beginning to intermediate levels, features aerobic/fitness interval training and resistance training with a combination of fast and slow rhythms that maximize caloric output and tone and sculpt the body. (CSU/UC) AA/AS Area H

### **KIN 113AB: Fitness Center**

A: .5 Unit; 1.5 activity hrs/wk. B: 1.0 Unit; 3 activity hrs/wk. No prerequisite.

An open-entry/open-exit course designed to increase cardiovascular endurance, strength, and flexibility. Provides knowledge of basic fitness concepts and skills to develop an individualized workout based on the student's goals. (CSU)

### **KIN 114: Introduction to Kinesiology**

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as HED 114 or KIN 114; credit awarded for only one course.

This course introduces an interdisciplinary approach to the study of human movement, provides an overview of the importance of the sub-disciplines in kinesiology, and addresses career opportunities in the areas of teaching, coaching, allied health and fitness professions. (CSU/UC) C-ID: KIN 100

### **KIN 116: Fitness Walking**

1.0 Unit. 3 activity hrs/wk. Repeats: 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. (CSU/UC) AA/AS Area H

### **KIN 117ABCD: Basketball**

0.5-2 Units. 2-6 activity hrs/wk. No prerequisite.

This sequence of courses, from beginning to advanced levels, is designed for all students interested in playing basketball. Individual

offensive, defensive and team concepts of basketball are emphasized. (CSU/UC) AA/AS Area H

### **KIN 118: Sports Nutrition for Health and Performance**

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as KIN 118 or HED 118; credit awarded for only one course.

This course is designed for personal fitness trainers, athletes, coaches and parents seeking sports-specific nutrition for aerobic, anaerobic and speed-endurance training. Topics include fueling the athlete, energy systems, metabolism, hydration, sports nutrition products, ergogenics, weight management, and sports-specific nutritional needs to improve athletic performance. (CSU)

### **KIN 119: Effective Teaching Strategies in Group Fitness**

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: HED 114 or KIN 114.

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. The course prepares students to take the American Council on Exercise certification exam for Group Fitness Instructor. (CSU)

### **KIN 120: Introduction to Sport and Exercise Psychology**

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as KIN 120 or PSY 130; credit awarded for only one course.

This course examines the psychological theories and techniques that are applied to sport, exercise and other achievement-related situations. The course emphasizes the enhancement of performance and personal growth of athletes, coaches, and exercise participants. Students also learn mental skills that they can transfer from sport and exercise settings to their everyday lives. (CSU)

### **KIN 121: Personal Trainer Certification Course**

3.5 Units. 3 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: BIOL 107 or PE 107.

This course prepares students to meet the stringent certification standards set forth by the American Council on Exercise (ACE). Through a variety of health and fitness training and evaluation techniques, students engage in an assortment of practical experiences while developing a thorough understanding of core exercise concepts and principles. Practical scientific theory as well as the hands-on application skills necessary for the delivery of safe and effective health and fitness within the general population are emphasized. (CSU)

### **KIN 124: Introduction to Principles of Coaching**

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

This course is for students interested in coaching athletics. It develops a coaching philosophy; communication, teaching, and management skills; and an understanding of the responsibilities of a coach. (CSU)

### **KIN 125ABCD: Fitness**

0.5-2 Units. 2-6 activity hrs/wk. No prerequisite.

This course introduces principles and guidelines for developing physical fitness, from beginning to advanced levels. Students participate in exercises and activities designed to improve their

cardiovascular system and muscular strength. The course includes jogging, hiking, power walking, and strength and flexibility routines. Exercise routines may also be performed with cardio machines, free weights, and physio balls. (CSU/UC) AA/AS Area H

**KIN 126: Plyometric Training**

1-2 Units. 3-6 activity hrs/wk. No prerequisite.

This course utilizes plyometric training techniques to enhance competitive athletic performance in conjunction with “boot camp training,” working core level muscles, aerobic and anaerobic capacities, and upper body strength. (CSU/UC) AA/AS Area H

**KIN 127: Functional Training**

1-2 Units. 3-6 activity hrs/wk. No prerequisite.

This course introduces principles and guidelines for developing physical fitness using functional movements. Exercise activities use functional body weight movements to improve strength, flexibility, endurance, and explosion. Movements may include a combination of jumping, sprinting, pushing, and pulling; routines may include medicine balls, ropes, agility ladders, and suspension training. (CSU/UC)

**KIN 128: High-Intensity Interval Training**

0.5-2 Units. Weekly activity hours: 2 for .5 units, 3 for 1 unit, or 6 for 2 units. No prerequisite.

This advanced fitness course uses the High-Intensity Interval Training (HIIT) system of organizing cardiorespiratory training, which calls for repeated short-duration, high-intensity exercise intervals interspersed with lower-intensity intervals of active recovery. (CSU)

**KIN 129ABCD: Golf**

1-2 Units. 3-6 activity hrs/wk. No prerequisite.

This sequence of courses, from beginning to advanced levels, focuses on skill development and acquiring the knowledge to participate in and enjoy the sport of golf. Demonstration, audio-visual aids, lecture, and active participation are utilized to achieve improvement and enjoyment of golf. (CSU/UC) AA/AS Area H

**KIN 131: Intercollegiate Student Athlete Success**

2.0 Units. 2 lecture hrs/wk. No prerequisite.

This course introduces the skills necessary to become a successful intercollegiate athlete. Topics include, but are not limited to, NCAA and NAIA rules and regulations, goal-setting, communication, time- and stress-management, and injury prevention. (CSU)

**KIN 132: Individual Activities**

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

This course is designed for the student who is unable to enroll in a regularly scheduled physical activity class. Individual fitness programs are developed and logged by each student with guidance from the instructor to meet personal fitness goals. (CSU/UC) AA/AS Area H

**KIN 143: Introduction to Sports Medicine**

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: KIN 107 or BIOL 107. Can be taken as KIN 143 or HED 143; credit awarded for only one course.

This course introduces methods of prevention, recognition, evaluation, rehabilitation, reconditioning, taping, and immediate care of athletic injuries to the upper and lower extremities. The course can

benefit coaches from all sports, students interested in the athletic training profession, and the physically active individual. Anatomy, mechanism-of-injury, and pathology are stressed. (CSU/UC)

**KIN 147: Soccer**

0.5-2 Units. 2-6 activity hrs/wk. No prerequisite.

This course emphasizes the development of soccer technical skills, knowledge of game rules, indoor and outdoor soccer team tactics, and systems of play. This course teaches and builds upon the fundamentals of soccer in order to enhance the future soccer performance of all students. (CSU/UC) AA/AS Area H

**KIN 153A: Cross Country Running for Fitness**

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

This course provides instruction and practice in the fundamentals, skills, and techniques of cross country running. It provides a conditioning program using the various running trails on or near campus. (CSU/UC) AA/AS Area H

**KIN 155ABCD: Swimming**

0.5-2 Units. 2-6 activity hrs/wk. No prerequisite.

This sequence of courses, from beginning to advanced levels, presents a variety of strokes and skills necessary to be competent in the aquatic environment. Emphasizes stroke and endurance development. (CSU/UC) AA/AS Area H

**KIN 156ABCD: Aquatic Fitness**

0.5-2 Units. 2-6 activity hrs/wk. No prerequisite. Advisory: Knowledge and demonstration of efficient swimming skill.

This sequence of courses, from beginning to advanced levels, provides students the opportunity to develop and maintain cardiovascular fitness through swimming. Instruction in competitive swim strokes, starts, and turns; and in interval, sprint, and distance training. Individualized workouts available. (CSU/UC) AA/AS Area H

**KIN 160ABCD: Tennis**

1-2 Units. 3-6 activity hrs/wk. No prerequisite.

This sequence of courses, from beginning to advanced levels, familiarizes students with the game of tennis, emphasizing fundamental skills and strategy. (CSU/UC) AA/AS Area H

**KIN 164: Sports Conditioning**

1-2 Units. 3-6 activity hrs/wk. No prerequisite.

This course instructs students in the various forms of conditioning and training techniques used in different sports, emphasizing muscle balance, breath control, aerobic training, anaerobic training, flexibility, nutrition, time management, injury prevention, and strength training. (CSU/UC) AA/AS Area H

**KIN 164AB: Intercollegiate Sports Conditioning**

A: .5 Unit; 12 activity hrs/wk for 2 weeks. B: 1 Unit; 12 activity hrs/wk for 4 weeks. Repeats: 3 for each course. No prerequisite.

This course covers various forms of conditioning and training techniques used in different sports. Basic to the course are muscle balance, breath control, aerobic training, flexibility, nutrition, time management, injury prevention, and strength training. (CSU/UC) AA/AS Area H

**KIN 167ABCD: Volleyball**

0.5-2 Units. 2-6 activity hrs/wk. No prerequisite.

This sequence of courses, from beginning to advanced levels, instructs students in the fundamentals of volleyball, including passing, serving, hitting, and setting. It focuses on promoting team play by emphasizing rules and strategies. (CSU/UC) AA/AS Area H

**KIN 169AB: Strength Training**

A: .5 Unit; 2 activity hrs/wk. B: 1.0 Unit; 3 activity hrs/wk. Prerequisite: KIN 113A or B.

These courses are designed for students who have basic knowledge of the principles of fitness, using a variety of modalities, including the strength and conditioning equipment in the Fitness Center. The courses emphasize creating an individual fitness program with a focus on proper technique and injury prevention. (CSU/UC) AA/AS Area H

**KIN 173ABCD: Yoga**

0.5-2 Units. 2-6 activity hrs/wk. No prerequisite.

This sequence of courses, from beginning to advanced levels, focuses on the physical aspects of yoga, emphasizing proper alignment to maximize the benefits of the practice. Students develop strength, flexibility, endurance, and grace in the poses. (CSU/UC) AA/AS Area H

**KIN 179ABCD: Beach Volleyball**

0.5-1 Unit. 2-3 activity hrs/wk. No prerequisite.

This course series introduces students to increasingly advanced level of beach volleyball, including passing, serving, hitting, and setting. The course focuses on promoting team play by emphasizing rules and strategy. (CSU)

**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.

**KIN 175: Baseball****KIN 176: Basketball (Men and Women)****KIN 177: Beach Volleyball\* (not UC-transferable)****KIN 180: Soccer (Men and Women)****KIN 181: Softball (Women)****KIN 182: Volleyball (Women)****KIN 183: Swimming and Diving (Men and Women)****KIN 185: Track and Field (Men and Women)****KIN 178: Off-Season Intercollegiate Beach Volleyball**

1.5 Units. 1 lecture and 1.5 lab hrs/wk. Repeat: 3. No prerequisite. Advisory: advanced skill level required.

This intensive course helps students understand and utilize the fundamentals and theory of training and competing in the sport of beach volleyball. Emphasizes the development of individual technique and skills. (CSU)

**KIN 190: Off-Season Intercollegiate Baseball**

1.5-2 Units. 1 lecture and 1.5 lab hrs/wk for 1.5 units. Repeat: 3. No prerequisite.

An intensive course designed to train students in the development of a baseball program at any level. Emphasizes the development of individual technique and skills. (CSU/UC) AA/AS Area H

**KIN 191: Off-Season Intercollegiate Soccer**

1.5-2 Units. 1 lecture and 1.5 lab hrs/wk for 1.5 units. Repeat: 3. No prerequisite.

This course, for intermediate/advanced soccer players looking to further their knowledge of the sport, emphasizes the history and evolution of the game of soccer, defensive and offensive tactics, training methods, current trends, and the rules of the game. Includes soccer-themed training in strength, speed, and agility. (CSU/UC) AA/AS Area H

**KIN 192: Off-Season Intercollegiate Basketball**

1.5-2 Units. 1 lecture and 1.5 lab hrs/wk for 1.5 units. Repeat: 3. No prerequisite.

This course helps students understand the fundamentals of playing and coaching basketball. Individual and team skills development are stressed. (CSU/UC) AA/AS Area H

**KIN 193: Off-Season Intercollegiate Swimming and Diving**

1.5-2 Units. 1 lecture and 1.5 lab hrs/wk for 1.5 units. Repeat: 3. No prerequisite.

This intensive course helps students understand and utilize the fundamentals and theory of training and competing in the sport of swimming. Emphasizes the development of individual technique and skills. (CSU/UC) AA/AS Area H

**KIN 194: Off-Season Intercollegiate Volleyball**

1.5-2 Units. 1 lecture and 1.5 lab hrs/wk for 1.5 units. 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/UC) AA/AS Area H

**KIN 196: Softball Theory**

1.5-2 Units. 1 lecture and 1.5 lab hrs/wk for 1.5 units. Repeat: 3. No prerequisite.

An intensive course designed to train students in the development of a softball program at any level. Emphasizes the development of individual technique and skills. (CSU/UC) AA/AS Area H

**KIN 198: Off-Season Intercollegiate Track & Field**

1.5-2 Units. 1 lecture and 1.5 lab hrs/wk for 1.5 units. Repeat: 3. No prerequisite.

An intensive course designed to help students understand and utilize the fundamentals and theory of training for and competing in the sport of track and field. Emphasizes the development of team and individual techniques and skills. (CSU/UC) AA/AS Area H

**KIN 215: Advanced First Aid/First Responder**

3.0 Units. 2.5 lecture and 1.5 hrs/wk. No prerequisite. May also be taken as FIRE 215; credit awarded for only one course.

This introductory course is designed for lay persons interested in, or for professionals who require, First Responder training per State of California (Title 22) or U.S. DOT standards. The class teaches the basic pre-hospital care skills needed to render care at the scene of an emergency until more highly trained emergency medical response personnel arrive. Includes basic anatomy and body systems; lifting and moving patients; airway management; patient assessment; medical, behavioral, and trauma emergencies; terrorism awareness; and an overview of the Emergency Medical Services (EMS) system. This course is a prerequisite for the Emergency Medical Technician Program. (CSU/UC)

## LIBRARY

Learning the techniques of library research will enable students to make use of this resource with confidence and efficiency. Library Skills courses enable students to manage information in an era of information explosion, whether their interests are academic, professional, or personal.

**Faculty**

John Erdmann, Sarah Frye, David Patterson

Department Phone: 415-485-9475

## LIBRARY COURSE (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)

## MACHINE AND METALS TECHNOLOGY

Study in the field of machine and metals technology is designed as preparation for entrance into metalworking occupations. Graduates may enter the fields dealing with industrial production, prototype construction, special die work, or research and development. The courses in welding are designed to provide opportunity for the development of skills, knowledge, and experience for employment in the occupation and as auxiliary experience for persons in other majors.

**Career Options**

Certified Welder, Lathe Operator, Machinist, Machinist Apprentice, Mechanical Technician, Numerical Control Operator, Production Welder, Tool and Die Maker, Tool Company Representative, Welder Fabricator, Welding Technician

**Faculty**

Arthur Lutz

Department Phone: 415-883-2211, Ext. 8108

## A.S. IN MACHINE AND METALS TECHNOLOGY, OCCUPATIONAL

(Certificate of Achievement also awarded.)

An Associate of Science degree in Machine and Metals Technology, Occupational is awarded for satisfactory completion of the major requirements, as well as the general education requirements. A Certificate of Achievement is awarded for satisfactory completion of the major requirements as listed below. This program is offered at the Indian Valley Campus. **All students should consult a counselor.**

REQUIREMENTS			UNITS
<b>First Semester</b>			
MACH	130	Welding I	2
MACH	140	Intermediate Machine Tool Processes	4
MACH	145	Computer Numerical Control Machining/Mill	3
MACH	165	Blueprint Reading for the Machine Trades	2
<b>Second Semester</b>			
CIS	101	Introduction to Personal Computers and Operating Systems	1.5
ELEC	100	Fundamentals of Electronics	2
MACH	97	Machine Trades Math	2
MACH	155	Computer Numerical Control Machining/Lathe	3
MACH	240	Advanced Machine Tool Processes	4
<b>Third Semester</b>			
ENGG	256	Practical Materials Science	3
MACH	131	Welding II	2
MACH	250	Applications of Machine Tool Technology	2
WE	298B	Occupational Work Experience B	2

**TOTAL MAJOR UNITS****32.5**

Upon successful completion of this degree or certificate, students will be able to:

- Demonstrate the technical knowledge and technical skills that will serve to prepare them for entry into careers of the manufacturing and related industries.
- Determine the materials that are suitable for specific applications in the machine and metals technology fields and demonstrate their applications.

## MACHINE AND METALS TECHNOLOGY COURSES (MACH)

**MACH 106A: Metal Fabrication Fundamentals**

2.0 Units. 1 lecture and 3 lab hrs/wk. 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. (CSU)

**MACH 107A: MIG Welding for Auto Collision Repair Fundamentals**

2.0 Units. 1 lecture and 3 lab hrs/wk. 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. (CSU)

**MACH 120: Machine Technology I**

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

A survey course in the principles of general machine shop processes utilizing lathes, milling machines, surface grinders and drilling machines; practice in general bench operations and the use of precision measuring and machining instruments. (CSU)

**MACH 121: Machine Technology II**

2.0 Units. 1 lecture and 3 lab hrs/wk. 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. 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 130A: Welding I**

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

(For course description, please see MACH 130.) (CSU)

**MACH 131: Welding II**

2.0 Units. 1 lecture and 3 lab hrs/wk. Prerequisite: MACH 130.

Introductory theory and application of the MIG, TIG, and Plasma processes. Advanced stick welding on plate in all positions. (CSU)

**MACH 131A: Welding II**

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

(For course description, please see MACH 131.) (CSU)

**MACH 140: Intermediate Machine Tool Processes**

4.0 Units. 2 lecture and 6 lab hrs/wk. No prerequisite. Advisory: MACH 120.

This course is an intermediate level practice and theory of metal removal and fabrication, emphasizing the use of lathes, milling machines, grinders, and drills. Theoretical considerations include measurement, layout and planning, cutting tool theory, feeds and speeds, tooling, heat treatment, and numerical control overview. (CSU)

**MACH 145: Computer Numerical Control Machining/Mill**

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

A course in the theoretical principles and practical applications of computer numerical control with CAD-CAM applied to the milling machine and machine centers. (CSU)

**MACH 155: Computer Numerical Control Machining/Lathe**

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

A lecture and demonstration course presenting the principles of modern computer numerical control practice on lathes and horizontal machining centers. Students learn to program, edit, and set up equipment. CAD-CAM software use will be covered. (CSU)

**MACH 165: Blueprint Reading for the Machine Trades**

2.0 Units. 2 lecture hrs/wk. No prerequisite.

This course provides instruction in blueprint reading for machinists and for related mechanical trades. Course material includes view visualization, dimensioning methods, terminology and standards, and geometric tolerancing. Metrics and welding symbology will be included. (CSU)

**MACH 230: Advanced Welding**

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

Advanced theory and application of MIG, TIG and plasma processes. Preparation for plate certifications with MIG and stick processes. (CSU)

**MACH 230A: Advanced Welding**

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

Advanced theory and application of MIG, TIG, and plasma processes. Preparation for plate certifications with MIG and stick processes. (CSU)

**MACH 240: Advanced Machine Tool Processes**

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

This advanced course on the theory and practice of metal removal and fabrication emphasizes advanced practice on lathes, milling machines, surface grinders, and heat treating equipment. Theoretical considerations include precision measurement techniques, cutting tool technology, gearing, and nontraditional machining methods. Computer numerical control and CAD-CAM techniques will be discussed. (CSU)

**MACH 250: Applications of Machine Tool Technology**

2.0 Units. 6 lab hrs/wk. 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**

Maria Coulson, George Golitzin, Hien Nguyen, Laurie Ordin, Irina Roderick, Frederick Schmitt, Andrea Wang, Dan Zaffran

Department Phones:

Kentfield Campus: 415-485-9510

Indian Valley Campus: 415-883-2211, Ext. 8510

## A.S.-T. IN MATHEMATICS

### Associate in Science in Mathematics for Transfer degree (AS-T)

This degree is primarily intended for the student who wants to earn a degree on the way to transferring to a California State University.

#### To complete the Associate in Science in Mathematics for Transfer degree, a student must:

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”
3. Obtain a minimum grade point average of 2.0.

REQUIREMENTS			UNITS
MATH	123	Analytic Geometry and Calculus I	5
MATH	124	Analytic Geometry and Calculus II	5
MATH	223	Analytic Geometry, Vector Analysis and Calculus II	5

**Choose a minimum of 6 units from the lists below with at least 3 units from List A:**

#### List A:

MATH	116	Linear Algebra	3
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#### List B - select one course:

MATH	117	Discrete Mathematics	3
PHYS	207A	Mechanics and Properties of Matter	5
MATH	115	Probability and Statistics	4

**Total Major Units** **21-23**

Maximum Units Double-Counted (IGETC/CSU-GE): 3-7 units/3-7 units

Required IGETC/CSU-GE Breadth: 37 units/39 units

Remaining CSU Transferable Electives (IGETC/CSU-GE): 3-9 units/1-7 units

**TOTAL DEGREE UNITS** **60**

Upon successful completion of this degree, students will be able to:

- Demonstrate the ability to clarify the problem in question by breaking it apart into manageable sub-questions.
- Demonstrate the ability to discern and describe relevant factors; do appropriate observations, data collection, and analysis.
- Demonstrate the ability to explicitly support the evidence or line of thinking that led to a particular outcome.

## 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, and 103XY.

The college offers a mathematics assessment testing service to help students make informed decisions when enrolling in mathemat-

ics 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 085F: Arithmetic Skills - Fractions

0.0 Unit. 2.67 lecture hrs/wk. Course is repeatable.

This noncredit course introduces fundamentals of arithmetic, emphasizing computational skills and solving applications with fractions. Topics include ordering, addition, subtraction, multiplication, and division of fractions, and solving applications with fractions. The focus is on understanding the concept of fractions, and developing computational skills without the aid of a calculator.

### MATH 095: Basic and Intermediate Math Skills

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

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.

## COLLEGE LEVEL MATH COURSES - NONTRANSFERABLE

### MATH 101: Elementary Algebra

5.0 Units. 5 lecture hrs/wk. Prerequisite: Math 95 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

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Math 95 or 95Y or sufficient score on Math Assessment Test. All work shall be done without the use of a calculator.

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**

4 Units. 3 lecture and 3 lab 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. 6.5 lab hrs/wk. Prerequisite: Math 95 or 95B or 95Y or satisfactory score on Math Assessment Test. Students may not be enrolled concurrently in Math 101Y. An average of six hours weekly in the Math Lab for eight weeks or until the course is completed.

For students wishing to learn elementary algebra in a self-paced environment. This pair of courses taken in sequence, Math 101X followed by Math 101Y, 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. 6.5 lab hrs/wk. Prerequisite: Math 101X. An average of six hours weekly in the Math Lab for eight weeks or until the course is completed.

For students wishing to learn elementary algebra in a self-paced environment. This pair of courses taken in sequence, Math 101X followed by Math 101Y, is equivalent to Math 101. Topics include solving equations containing fractional expressions, systems of equations and graphs, inequalities, operations with radicals, quadratic equations, and applied problems.

### **MATH 103: Intermediate Algebra**

5.0 Units. 5 lecture hrs/wk. Prerequisite: Math 101 or 101AB or 101XY or satisfactory score on Math Assessment Test.

This one-semester course extends many of the concepts introduced in elementary algebra. The real number properties, polynomials, rational expressions, first degree equations, inequalities and applications, exponents, radicals, quadratic equations, and complex numbers are treated in greater detail. In addition, functions and their graphs, systems of equations and inequalities, matrices, linear programming, and exponential and logarithmic functions are covered. This course or its equivalents satisfy the prerequisite for Math 104, 105, 109, 110, 114, 115, and 121. The course is offered in two additional modes: in a self-paced mode in the Math Lab (Math 103XY), and in a two-semester lecture/discussion mode (Math 103AB). AA/AS Math Proficiency; AA/AS Area E

### **MATH 103A: Intermediate Algebra I**

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Math 101 or 101B or 101Y or satisfactory score on Math Assessment Test. All topics shall be mastered without the use of a calculator.

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**

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Math 103A.

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 103IN: Intensive Intermediate Algebra**

7.0 Units. 6.5 lecture and 1.5 lab hrs/wk. Prerequisite: Math 95 or 95Y, or sufficient score on the Math Assessment Test to place into Math 101.

This one-semester intensive course covers the same material as Math 101 and 103 in eight hours weekly. It allows motivated students to accelerate toward graduation and/or transfer. Students must commit to this course and its associated components; the time demands may not be compatible with full-time work. The course and its equivalents satisfy the prerequisite for Math 104, 105, 109, 115, and 121. All topics except exponential and logarithmic functions and applications are taught without a calculator.

### **MATH 103X: Intermediate Algebra**

2.5 Units. 1 lecture and 5 lab hrs/wk. Prerequisite: Math 101 or 101AB or 101XY or satisfactory score on Math Assessment Test. Students may not be enrolled concurrently with Math 103Y. An average of six 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. 1 lecture and 5.625 lab hrs/wk. Prerequisite: Math 103A or 103X. An average of six hours weekly in the Math Lab until the course is completed.

This self-paced course, the second of a two-part sequence equivalent to Math 103, is an extension of the concepts introduced in elementary algebra. New topics include rational expressions; equations and their applications; radicals, equations, and applications; quadratic functions and their graphs and applications; exponential and logarithmic functions and applications; conic sections; systems of nonlinear equations; and the binomial theorem.

AA/AS Math Proficiency (combined with Math 103X); AA/AS Area E (combined with Math 103X)

**COLLEGE LEVEL MATH COURSES - TRANSFERABLE****MATH 104: Plane Trigonometry**

3.0 Units. 3 lecture hrs/wk. Prerequisite: Math 103 or 103AB or 103XY or satisfactory score on Math Assessment Test.

Trigonometric and inverse trigonometric functions; graphs, equations and identities involving the trigonometric functions; triangle solutions, vector applications, and DeMoivre's Theorem. (CSU) AA/AS Area E, CSU Area B-4; C-ID: MATH 851

**MATH 105: College Algebra**

4.0 Units. 4 lecture hrs/wk. Prerequisite: Math 103 or 103AB or satisfactory score on Math Assessment Test. May be taken concurrently with Math 104.

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, C-ID: MATH 151

**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, C-ID: MATH 955

**MATH 114: Finite Mathematics for Business**

3.0 Units. 3 lecture hrs/wk. Prerequisite: 103 or 103B or 103Y 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 103B 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, C-ID: MATH 110

**MATH 116: Linear Algebra**

4.0 Units. 4 lecture hrs/wk. Prerequisite: Math 124.

The study of systems of linear equations, matrix algebra, vector spaces, inner product spaces, linear transformations, eigenvalues and eigenvectors, and applications. Recommended for mathematics majors or students who plan to study mathematics in depth in association with other majors. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2, C-ID: MATH 250

**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) AA/AS Area E, CSU Area B-4, IGETC Area 2A, C-ID: MATH 160

**MATH 121: Calculus I with Applications**

3.0 Units. 3 lecture hrs/wk. Prerequisite: Math 103 or 103B or 103Y 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, C-ID: MATH 210

**MATH 122: Calculus II with Applications**

3.0 Units. 3 lecture hrs/wk. Prerequisites: Math 121, and Math 104 or 109, or satisfactory score on Trigonometry Placement Test or Precalculus 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 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, C-ID: MATH 210

**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, C-ID: MATH 220

### MATH 199: Seminar for Tutors

2.0 Units. 2 lecture hrs/wk. Repeat: 1. Prerequisite: Math 103 or 103AB or 103XY or satisfactory score on Math Assessment Test.

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 so that they may better help others analyze their study habits and problem-solving skills, and how to communicate more effectively and provide an encouraging tutoring environment. (CSU)

### 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 the calculus of vector-valued functions, derivatives of scalar fields, partial derivatives, multiple integrals, and vector analysis including Green's, Stoke's, and divergence theorems. (CSU/UC) CSU Area B-4, IGETC Area 2, C-ID: MATH 230

### MATH 224: Elementary Differential Equations

4.0 Units. 4 lecture hrs/wk. Prerequisite: Math 124. Advisory: Concurrent enrollment in Math 223.

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, C-ID: MATH 240

## 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.)

The Associate in Science degree is awarded for completion of all requirements, as well as the completion of general education and graduation requirements. The Certificate of Achievement is awarded for completion of the program requirements as shown in the following list. Please note that program courses must be completed with a grade of C or better.

No program application procedure is required; however it is advisable to see a counselor. Students may enter in the fall or spring semester. Those currently working in the health care field may receive consent to enroll in selected courses on a pass/no pass basis.

**All students should consult a counselor.**

REQUIREMENTS			UNITS
MEDA	160	Introduction to Medical Assisting Careers	2
MEDA	161	Administrative Medical Office Procedures	2
MEDA	162	Medical Financial Procedures	1.5
MEDA	163	Medical Office Computers - MediSoft	2
MEDA	163L	Medical Office Computers - MediSoft Laboratory	0.5
MEDA	164	The Electronic Health Record	2
MEDA	164L	The Electronic Health Record Laboratory	0.5
MEDA	165	Medical Terminology I	2
MEDA	166	Medical Terminology II	2
MEDA	170	Clinical Procedures I	2
MEDA	170L	Clinical Procedures I Laboratory	1
MEDA	171	Medical Laboratory Procedures	2.5
MEDA	171L	Medical Laboratory Procedures Laboratory	1.5
MEDA	172	Understanding Human Diseases	3
MEDA	173	Pharmacology for Medical Assistants	2
MEDA	174LC	Medical Assisting Externship - Administrative and Clinical	2.5
<b>Select 3 units from the following</b>			
BOS	151	Electronic Office Skills	3
CIS	126	Introduction to Windows	1.5
CIS	102	Beginning MS Word	1.5

### TOTAL MAJOR UNITS

**32**

Upon successful completion of this degree or certificate, students will be able to:

- Perform in the role of an entry-level administrative and clinical medical assistant in a medical office or clinic setting.
- Implement skills required for front and back office management of a medical office or clinic.
- Demonstrate professionalism in communication with health team members and patients.
- Demonstrate knowledge, skills and abilities required for safe and confidential care of patients in a medical office or clinic setting.

### A.S. IN MEDICAL ASSISTING: ADMINISTRATIVE OPTION, OCCUPATIONAL

(Certificate of Achievement also awarded.)

The Associate in Science degree is awarded for completion of all requirements, as well as the completion of general education and

graduation requirements. The Certificate of Achievement is awarded for completion of the program requirements as shown in the following list. Please note that program courses must be completed with a grade of C or better.

No program application procedure is required, however it is advisable to see a counselor. Students may enter in the fall or spring semester. Those currently working in the health care field may receive consent to enroll in selected courses on a pass/no pass basis.

**All students should consult a counselor.**

REQUIREMENTS			UNITS
MEDA	160	Introduction to Medical Assisting Careers	2
MEDA	161	Administrative Medical Office Procedures	2
MEDA	162	Medical Financial Procedures	1.5
MEDA	163	Medical Office Computers - MediSoft	2
MEDA	163L	Medical Office Computers - Medisoft Laboratory	0.5
MEDA	164	The Electronic Health Record	2
MEDA	164L	The Electronic Health Record Laboratory	0.5
MEDA	165	Medical Terminology I	2
MEDA	166	Medical Terminology II	2
MEDA	174LA	Medical Assisting Externship - Administrative	2.5
<b>Select 3 units from the following</b>			
BOS	151	Electronic Office Skills	3
CIS	126	Introduction to Windows	1.5
CIS	102	Beginning MS Word	1.5

**TOTAL MAJOR UNITS 19.5**  
Upon successful completion of this degree or certificate, students will be able to:

- Perform in the role of an entry-level administrative medical assistant in a medical office or clinic setting.
- Implement skills required for front office management of a medical office or clinic.
- Demonstrate professionalism in communication with health team members and patients.
- Demonstrate knowledge, skills and abilities required for safe and confidential care of patients in a medical office or clinic setting.

## 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. Note: Students are required to complete English 150 for the associate degree. All students should consult a counselor. The Certificate of Achievement is awarded for completion of the program requirements as shown in following list. Please note that program courses must be completed with a grade of C or better.

No program application procedure is required, however it is advisable to see a counselor. Students may enter in the fall or spring semester. Those currently working in the health care field may receive consent to enroll in selected courses on a pass/no pass basis.

**All students should consult a counselor.**

REQUIREMENTS			UNITS
MEDA	160	Introduction to Medical Assisting Careers	2
MEDA	164	The Electronic Health Record	2
MEDA	164L	The Electronic Health Record Laboratory	0.5
MEDA	165	Medical Terminology I	2
MEDA	166	Medical Terminology II	2

MEDA	170	Clinical Procedures I	2
MEDA	170L	Clinical Procedures I Laboratory	1
MEDA	171	Medical Laboratory Procedures	2.5
MEDA	171L	Medical Laboratory Procedures Laboratory	1.5
MEDA	172	Understanding Human Disease	3
MEDA	173	Pharmacology for Medical Assistants	2
MEDA	174LB	Medical Assisting Externship - Clinical	2.5

### Select 3 units from the following

BOS	151	Electronic Office Skills	3
CIS	126	Introduction to Windows	1.5
CIS	102	Beginning MS Word	1.5

**TOTAL MAJOR UNITS 26**

Upon successful completion of this degree or certificate, students will be able to:

- Perform in the role of an entry-level clinical medical assistant in a medical office or clinic setting.
- Implement skills required for back office management of a medical office or clinic.
- Demonstrate professionalism in communication with health team members and patients.
- Demonstrate knowledge, skills and abilities required for safe and confidential care of patients in a medical office or clinic setting.

## MEDICAL ASSISTING COURSES (MEDA)

### MEDA 160: Introduction to Medical Assisting Careers

2.0 Units. 2 lecture hrs/wk. No prerequisite.

This course, designed for students interested in pursuing a career in medical assisting, provides an overview of the current health care delivery system; the physical, mental and emotional demands of the workplace and the skills required of medical assistants. The course covers qualifications and professional preparation needed for medical assisting and the roles and responsibilities of today's health care environment. Additional topics include interpersonal dynamics and communications, safety practices in the workplace, legal and ethical principles and cultural diversity in the delivery of patient care. (CSU)

### MEDA 161: Administrative Medical Office Procedures

2.0 Units. 2 lecture hrs/wk. No prerequisite.

An introduction to the medical front office, emphasizing management procedures. Topics include medical law and ethics, reception, telephone techniques, management of appointments, patient records and medical office management. (CSU)

### MEDA 162: Medical Office Financial Procedures

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

This course examines the basic financial operations and procedures used in medical offices. Topics include accounting principles and methods, banking, financial record management, financial procedure terms, international classification of diseases, management of claims and working with private, public, managed care and government-sponsored health insurance programs. (CSU)

**MEDA 163: Medical Office Computers: MediSoft**

2.0 Units. 2 lecture hrs/wk. No prerequisite. Corequisite: MEDA 163L. Advisories: BOS 120 and CIS 101.

This theory course introduces software used for patient financial record management. It focuses on the basic functions of the MediSoft program, including recording patient information, creating and updating patient financial records, entering patient and insurance company financial transactions, and scheduling appointments. (CSU)

**MEDA 163L: Medical Office Computers - MediSoft Laboratory**

0.5 Unit. 1.5 lab hrs/wk. No prerequisite. Corequisite: MEDA 163. Advisories: BOS 120 and CIS 101.

This laboratory class applies theory learned in MEDA 163, providing students with practical experience on the computer using the MediSoft program. (CSU)

**MEDA 164: The Electronic Health Record**

2.0 Units. 2 lecture hrs/wk. No prerequisite. Corequisite: MEDA 164L. Advisories: BOS 120 and CIS 101.

This theory course introduces electronic medical records used in the health care setting, focusing on the development and maintenance of patients' electronic medical record (based on a Spring Chart software format). Topics include health record standards, data management, patient chart basics, appointments, recording office visit information, and laboratory test and prescription order management. (CSU)

**MEDA 164L: The Electronic Health Record Laboratory**

0.5 Unit. 1.5 lecture hrs/wk. No prerequisite. Corequisite: MEDA 164. Advisories: BOS 120 and CIS 101.

This laboratory class applies theory learned in MEDA 164, providing students with practical experience on the computer using electronic health record software. (CSU)

**MEDA 165: Medical Terminology I**

2.0 Units. 2 lecture hrs/wk. No prerequisite. May be taken before or after MEDA 166.

This course introduces the fundamentals of medical term analysis and word construction, emphasizing the spelling of anatomical, pathological, surgical and diagnostic terminology. Material is presented in a systems approach with units on the integumentary, respiratory, cardiovascular, musculoskeletal and nervous systems. (CSU)

**MEDA 166: Medical Terminology II**

2.0 Units. 2 lecture hrs/wk. No prerequisite. May be taken before or after MEDA 165.

This course introduces the fundamentals of medical term analysis and word construction, emphasizing the spelling of anatomical, pathological, surgical and diagnostic terminology. Material is presented in a systems approach with units on the urinary, digestive, male and female reproductive, obstetrics and neonatology, eye, ear and endocrine systems. (CSU)

**MEDA 170: Clinical Procedures I**

2.0 Units. 2 lecture hrs/wk. No prerequisite. Corequisite: MEDA 170L.

This course introduces clinical medical assisting techniques and procedures commonly practiced in a medical office or clinic: vital signs,

anthropometric measurements, assisting with minor office surgery, performing selected physical therapy procedures, sterilization and disinfection of instruments, sterile and nonsterile dressing changes, medical office emergencies, visual screening and auditory acuity, and assisting with complete and selected specialty exams. Medical asepsis and infection control are emphasized during all procedures. (CSU)

**MEDA 170L: Clinical Procedures I Laboratory**

1.0 Unit. 3 lab hrs/wk. No prerequisite. Corequisite: MEDA 170.

This skills lab introduces clinical medical assisting performance and skills techniques and procedures common to primary care in a family practice medical office: vital signs, anthropometric measurements, assisting with minor office surgery, promoting tissue healing through selected physical therapy modalities, demonstrating appropriate sterilization and disinfection procedures, safely operating the autoclave, performing sterile and nonsterile dressing changes, responding to emergencies, performing visual and auditory irrigation, medication administration, ear acuity testing, and positioning the patient for selected specialty exams. Students must demonstrate appropriate hand washing at all times. (CSU)

**MEDA 171: Medical Laboratory Procedures**

2.5 Units. 2.5 lecture hrs/wk. Prerequisite: MEDA 170. Corequisite: MEDA 171L.

This course introduces selected and common screening laboratory and clinical procedures performed in medical offices. Topics include EKGs, the microscope, hematology, urinalysis, various specimen collections, radiology and diagnostic tests. Asepsis and universal precautions are stressed. The role of medical assistants in procedures including injections and skin tests is discussed. (CSU)

**MEDA 171L: Medical Laboratory Procedures Laboratory**

1.5 Units. 4.5 lab hrs/wk. Prerequisite: MEDA 170. Corequisite: MEDA 171.

This course is the medical laboratory that accompanies MEDA 171. Students practice basic laboratory skills and learn how to perform diagnostic tests in medical office and clinical laboratories, and how to administer injections and venipunctures. (CSU)

**MEDA 172: Understanding Human Diseases**

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: MEDA 165 or 166.

This theory course presents human diseases from an anatomic and physiologic point of view. Signs and symptoms are presented after a brief review of anatomical and physiological components. Diagnosis and general treatment are also introduced. Includes lecture and case studies to provide and reinforce theory, and to develop critical thinking skills. (CSU)

**MEDA 173: Pharmacology for Medical Assistants**

2.0 Units. 2 lecture hrs/wk. Prerequisite: Math 85. Advisories: MEDA 165 or 166.

This theory course introduces common drugs and medications, drug terminology, pharmacy law and ethics, prescription abbreviations, measurements and dosage calculations, and drug classifications and actions. (CSU)

### MEDA 174LA: Medical Assisting Externship - Administrative

2.5 Units. 7.5 lab hrs/wk. Prerequisites: MEDA 160, 161, 162, 164, and 165 or 166; additional requirements: recent physical examination, health clearance, required immunizations; BLS/CPR certificates required before the first day of externship.

This experience facilitates students' transition into the role of the medical assistant. Working under the direct supervision of licensed healthcare professionals in a medical office or clinical setting, students participate in front-office management within the administrative medical assistant scope of practice. (CSU)

### MEDA 174LB: Medical Assisting Externship - Clinical

2.5 Units. 7.5 lab hrs/wk. Prerequisites: MEDA 160, 164, 170, 172, and 165 or 166; additional requirements: recent physical examination, health clearance, required immunizations; BLS/CPR certificate required on first day of externship.

This experience facilitates students' transition into the role of the medical assistant. Working under the direct supervision of licensed healthcare professionals in a medical office or clinical setting, students provide care to patients and participate in front-office management within the clinical medical assistant scope of practice. (CSU)

### MEDA 174LC: Medical Assisting Externship - Administrative and Clinical

2.5 Units. 7.5 lab hrs/wk. Prerequisites: MEDA 160, 161, 162, 164, 170, 172, and 165 or 166; additional requirements: recent physical examination, required immunizations, health clearance; BLS/CPR certificate required on first day of externship.

This experience facilitates students' transition into the role of the medical assistant. Working under the direct supervision of licensed healthcare professionals in a medical office or clinical setting, students provide care to patients and participate in front-office management within the administrative and clinical medical assistant scope of practice. (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 **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. **All students should consult a counselor.**

### 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 Enrollment Services 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

### TOTAL CORE UNITS

9.5

### 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
MMST	200A	Authoring: Portfolio Development	3
MMST	213A	Authoring Internship in Multimedia	3

### TOTAL MAJOR UNITS

30.5 including core

Upon successful completion of this degree or certificate, students will be able to:

- Assess and critique a wide range of digital media content.
- Evaluate the ease of use and effectiveness of Web site interfaces.
- Identify the components of effective and attractive web pages.
- Plan and organize elements and content for any size web site.
- Use communication theory to effectively convey information on a web page.
- Author and successfully publish a web site scalable to any needed size.

## 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	Design I: Fundamentals	3
MMST	120	Multimedia I: Digital Drawing	3
MMST	122	Design II: Graphics & Typography	3
MMST	150	Photoshop I: Intermediate Techniques	3
MMST	183	Design III: Page Layout	3
MMST	200D	Design: Portfolio Development	3
MMST	213D	Design Internship in Multimedia	3

### TOTAL MAJOR UNITS

**30.5 including core**

Upon successful completion of this degree or certificate, students will be able to:

- Assess and critique the design of a wide range of media content.
- Articulate their visual designs using current terms and vocabulary.
- Evaluate the ease of use and effectiveness of interfaces (e.g. web sites).
- Identify the components of effective and attractive design.
- Plan and organize elements and content for any design project.

## 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	141	3DI: Modeling & Textures	3
MMST	142	Game Development I: Design and Creation	3
MMST	146	Video and Sound I: Editing	3
MMST	161	3DIII: Animation	3
MMST	166	Visual Effects I: Transitions and Titles	3
MMST	200E	Entertainment: Portfolio Development	3
MMST	213E	Entertainment Internship in Multimedia	3

### TOTAL MAJOR UNITS

**30.5 including core**

Upon successful completion of this degree or certificate, students will be able to:

- Assess and critique a wide range of entertainment media content.
- Demonstrate and apply common terms for entertainment media (e.g. 3D, animation, games, movies, etc.).
- Compare and categorize both successful and unsuccessful entertainment media (games, movies, videos etc.).
- Identify the components of effective media content.
- Combine personal aesthetic with conceptual knowledge for successful projects.

## MULTIMEDIA STUDIES COURSES (MMST)

### MMST 101: Orientation to Multimedia

0.5 Unit. 3 lab hrs/wk for 8 weeks. No prerequisite.

Digital media is becoming the predominant method for receiving news and entertainment. This course covers the tools and techniques

needed to become literate in this new digital media universe. Armed with the knowledge and skills learned in the course, students will be able to safely and effectively find and consume the tremendous amount of digital media now available in many formats and delivery platforms. (CSU)

### MMST 110: Introduction to Multimedia

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: MMST 101.

Mass media is giving way to personal and participatory media. This survey course examines these changes and their likely long-term effects, on both the media industry and society. Coursework introduces students to trends in social media, digital video, online music, gaming, the world wide web, smart phones, mobile apps, and other trends that are driving these societal changes. (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: Design I: Fundamentals

3.0 Units. 5 lab hrs/wk. No prerequisite.

This course provides fundamental knowledge of visual design as it applies to multimedia and graphic design. General topics include illustration, logo design, packaging, photo processing, photo correction, and visual design for websites. Assignments involve the creation of original work using current digital software tools. Design skills are developed through projects, research, and critiques. (CSU) C-ID: ARTS 250

### MMST 120: Multimedia I: Digital Drawing

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

This course provides hands-on training of sketching, drawing, and illustrating using current hardware, tablets, and creative software. Traditional pictorial skills and knowledge are developed through hands-on multimedia drawing projects. (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 123A: Web Design I

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

This course introduces the tools and practices of modern website design. Students learn how to plan, design, and create useful and attractive web pages. Production skills are developed through the research, design, development, and testing of several small websites. (CSU)



**MMST 123B: Web Design II**

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 123A.

This course provides intermediate-level instruction on the tools and practices of modern website design and development. Students learn tools and methods for designing and creating websites that are attractive, functional, and easy to use. Production skills are developed through the research, design, development, and testing of several small websites. (CSU)

**MMST 123C: Web Design III**

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 123B.

This course provides advanced instruction on the use of content management system software to create professional-quality websites, emphasizing eCommerce and communication plugins. Students learn tools and methods for designing and creating websites that are attractive, functional, and easy to use. Production skills are developed through the research, design, development, and testing of several working websites posted to a web server. (CSU)

**MMST 130: Multimedia II: Digital Painting**

3.0 Units. 2 lecture hrs/wk. No prerequisite. Advisory: MMST 120.

This course provides hands-on training of sketching, under-painting, and painting using current hardware, tablets, and creative software. Traditional pictorial skills and knowledge will be developed through hands-on multimedia painting projects. (CSU)

**MMST 131A: Web Design I**

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: MMST 101.

This course introduces the tools and practices of modern Web site design and development. Students learn methods for designing and creating attractive and effective Web pages. Production skills are developed through the research, design, development and testing of a small Web site. (CSU)

**MMST 131B: Web Design II**

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 131A.

This course provides intermediate-level instruction in the tools and practices of modern Web site design and development. Students learn methods for designing and creating Web sites that are attractive, functional, and easy to use. Production skills are developed through the research, design, development and testing of working Web sites. (CSU)

**MMST 131C: Web Design III**

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 131B.

This course provides advanced-level instruction in the tools and practices of modern Web site design and development. Students learn methods for designing and creating Web sites that are attractive, functional, and easy to use. Production skills are developed through the research, design, development and testing of working Web sites. (CSU)

**MMST 134A: Web Development I**

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

In this course students learn introductory-level web page design and development skills using professional HTML editing software. Emphasis is on learning HTML5 and CSS skills to create attractive and effective web pages containing text, images and links. Students

also learn to maintain and test web sites, and to publish them to a web server. (CSU)

**MMST 134B: Web Development II**

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 134A.

In this course students learn more advanced HTML and CSS skills for creating more sophisticated web pages containing responsive designs for mobile devices and multimedia content. Students also learn website testing and troubleshooting skills and how to promote content using SEO and social media. (CSU)

**MMST 134C: Web Development III**

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 134B.

This course provides advanced-level instruction on creating web content using HTML5, CSS3, and JavaScript. Students develop web scripting skills through the creation of attractive and useful pages containing interactive elements such as forms, image slideshows, animated menus, and more. (CSU)

**MMST 135: AutoCAD I: Technical Drawing**

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: MMST 135.

This course develops drafting and technical drawing skills using AutoCAD. Basic math, computer, and drawing skills are highly encouraged for success in this course. The course is ideal for multimedia students interested in further developing their skills to work as 3D artists and animators in the entertainment industry, and also recommended for students pursuing careers in fabrication/prototyping, industrial design, and manufacturing. (CSU)

**MMST 136: Video Studio I: Beginning Video Camera Production**

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

This course introduces theory, terminology and operation of a multi-camera studio and control room. Topics include studio signal flow, directing, theory and operation of camera and audio equipment, switcher operation, fundamentals of lighting, graphics, video control and video recording, and real-time video production. (CSU)

**MMST 141: 3DI: Modeling & Textures**

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

This course provides working knowledge and techniques to develop and texture models using 3D software. It covers beginning 3D modeling and texturing to create models appropriate as real-time and pre-rendered assets. Students develop skills to create models for animation and games. (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 143A: Web Development I**

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

This course introduces HTML and CSS coding skills to create attractive and effective web pages containing text, images, videos,

and links. Students also learn how to link pages to create small and simple websites and publish them to a web server. (CSU)

**MMST 143B: Web Development II**

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 143A.

This course introduces advanced-level HTML and CSS coding skills to create responsive web pages that look great on all devices. Students are also introduced to modern CSS Frameworks and use one to create a small, basic website. (CSU)

**MMST 143C: Web Development III**

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 143B.

This course covers professional-level HTML and CSS coding skills to create responsive web pages that look correct on all devices. Students also master a modern CSS Framework and use it to create several professional-quality websites. (CSU)

**MMST 145: AutoCAD II: 3D Drawing & Printing**

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

This course develops 3D drafting and drawing skills using AutoCAD. Basic math, computer, and drawing skills are highly encouraged for success in this course. The course is ideal for multimedia students interested in further developing their skills to work as 3D artists and animators in the entertainment industry, and highly recommended for students pursuing careers in fabrication/prototyping, industrial design, and manufacturing. (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: 3D II: Modeling & Rigging**

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: MMST 141.

This course provides working knowledge and techniques to develop and texture models using 3D software. It covers intermediate and advanced 3D modeling and texturing to create models appropriate as real-time and pre-rendered assets. Students develop skills to create models for animation and games. (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 to a mobile application or website. 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: Advanced Techniques**

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: 3D III: Animation**

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

The first eight weeks of this course address environment creation for 3D scenes, emphasizing lighting, materials, atmospheres, particles systems and special effects, and how to dress a scene for believability in 3D animation or game play. The second eight weeks introduce the character animation pipeline, including design, modeling, rigging, and animation. A working understanding of artistic principles and 3D and 2D digital graphics is highly recommended. Because this course covers the tools and techniques used to make video game artwork and assets, it compliments and integrates with any of the concurrently offered game design courses (MMST 142, 152, 162 and 172). Students develop skills to create models for animation and games. (CSU)

**MMST 162: Game Development III: Advanced Design & Creation**

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

This course is for Game Development II students to design and create a working, multi-level game. Students learn about advanced multi-level games in the game industry and what is expected to develop a multi-level interactive/video game through group assignments that prepare for working for a game company. (CSU)

**MMST 166: Visual Effects I: Introduction to After Effects**

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 171: 3D IV: Advanced Animation**

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: MMST 161.

The first eight weeks of this course expand existing skills in environment creation for 3D scenes, emphasizing lighting, materials,

atmospheres, particles systems, and special effects, and how to dress a scene for believability in 3D animation or game play. The second eight weeks expand existing skills in the character animation pipeline, including design, modeling, rigging, and animation. A working understanding of artistic principles and 3D and 2D digital graphics is highly recommended. Because this course covers the tools and techniques used to make video game artwork and assets, it complements and integrates with any of the concurrently offered game design courses (MMST 142, 152, 162 and 172). Students develop skills to create models for animation and games. (CSU)

### **MMST 172: Game Development IV: Advanced Level Design and Production**

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

This course is for Game Development III students to produce a complex, multi-level game. Students learn about complex multi-level game producer roles in the game industry and what is expected to manage a group to design and develop a multi-level interactive/video game. (CSU)

### **MMST 176: Visual Effects II: Advanced After Effects Training**

*3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 166.*

This course teaches the skills and tools to make advanced motion graphics, advanced visual effects, and create 3D objects and text for videos and animated graphics. Students use Adobe After Effects, Cinema 4D, and other Adobe Creative Suite digital video tools to produce advanced videos and animation projects for distribution on TV, DVDs, and the web. Skills and knowledge are developed through lectures, demonstrations, and hands-on exercises and projects. (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: Design IV: Advanced Layout Projects**

*3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 183.*

This course provides advanced knowledge of layout and design as applied to packaging, digital books and folio apps for tablets. Assignments involve the creation of designs involving 4/C printing, packaging dies, and alternate documents for ebooks and folio apps. (CSU)

### **MMST 200A: Authoring: Portfolio Development**

*3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Can be taken as MMST 200A, D, or E, or as Art 200; credit awarded for only one course.*

Through lecture, hands-on practice, research and critiques, students develop a professional portfolio that reflects their interests, skills, and career goals in multimedia authoring. The course is for students who have accomplished authoring skills and wish to create a cohesive body of work for the multimedia industry. (CSU)

### **MMST 200D: Design: Portfolio Development**

*3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Can be taken as MMST 200A, D, or E, or as Art 200; credit awarded for only one course.*

Through lecture, hands-on practice, research and critiques, students develop a professional portfolio that reflects their interests, skills, and career goals in graphic arts or graphic design. The course is for students who have accomplished design skills and wish to create a cohesive body of work for the design or multimedia industry. (CSU)

### **MMST 200E: Entertainment: Portfolio Development**

*3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Can be taken as MMST 200A, D, or E, or as Art 200; credit awarded for only one course.*

Through lecture, hands-on practice, research and critiques, students develop a professional portfolio that reflects their interests, skills, and career goals in multimedia entertainment (3D, games, film/video). The course is for students who have accomplished multimedia skills and wish to create a cohesive body of work for the multimedia industry. (CSU)

### **MMST 213: Internship in Multimedia**

*3.0 Units. 1 lecture, 1.5 lab and 5 TBA hrs/wk. Repeat: 2. Prerequisite: MMST 200 or Art 200.*

This course bridges the gap between the classroom and the multimedia industry, providing an on-campus lecture class coupled with one or more short-term internship projects for real clients. Expectations are characterized by work-group activities, multiple projects under deadline, and collaborative efforts. Internships are not guaranteed. Intern projects may be suitable for students' portfolios. (CSU)

### **MMST 213A: Authoring Internship in Multimedia**

*3.0 Units. 1 lecture, 1.5 lab and 5 TBA hrs/wk. Prerequisite: MMST 200A.*

This course bridges the gap between the classroom and the authoring/web design multimedia industry by providing lecture classes coupled with one or more short internship projects for real clients. Students apply their authoring/web design skills in a real-life situation where expectations are characterized by time management to meet deadlines, work-group communication, and collaborative development. Intern projects may be suitable for students' portfolios. Internships are not guaranteed. (CSU)

### **MMST 213D: Design Internship in Multimedia**

*3.0 Units. 1 lecture, 1.5 lab and 5 TBA hrs/wk. Repeat: 2. Prerequisite: MMST 200D.*

This course bridges the gap between the classroom and the design/graphic design multimedia industry by providing lecture classes coupled with one or more short internship projects for real clients. Students apply their design/graphic design skills in a real-life situation where expectations are characterized by time management to meet deadlines, work-group communication, and collaborative development. Intern projects may be suitable for students' portfolios. Internships are not guaranteed. (CSU)

### **MMST 213E: Entertainment Internship in Multimedia**

*3.0 Units. 1 lecture, 1.5 lab and 5 TBA hrs/wk. Repeat: 2. Prerequisite: MMST 200E.*

This course bridges the gap between the classroom and the entertainment/web design multimedia industry by providing lecture classes coupled with one or more short internship projects for real clients. Students apply their entertainment/web design skills in a real-life

situation where expectations are characterized by time management to meet deadlines, work-group communication, and collaborative development. Intern projects may be suitable for students' portfolios. Internships are not guaranteed. (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

Trevor Bjorklund, Jim Stopher

Department Phone: 415-485-9460

**Music courses with no prerequisites: 101, 102, 105, 106, 116, 121, 162, 163, 173, 181, 182, 279, 281, 282.**

### The Music Program at College of Marin

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: Music 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.

## A.A. IN MUSIC

Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the associate degree. **All students should consult a counselor.**

REQUIREMENTS			UNITS
<b>Theory</b>			
MUS	111	Theory I	3
MUS	112	Theory II	3
MUS	211	Theory III	3
MUS	212	Theory IV	3
<b>Ear Training</b>			
MUS	121	Ear Training I	2
MUS	122	Ear Training II	2
MUS	221	Ear Training III	2
MUS	222	Ear Training IV	2
<b>Music Literature and Analysis</b>			
MUS	101	Introduction to Classical Music (or passing score on placement test)	3
MUS	102	Music Masterworks	3
<b>Piano</b>			
MUS	171	Piano I	2
MUS	172	Piano II	2
MUS	271	Piano III	2
<b>Plus a major performing ensemble each semester to be chosen from the following:</b>			
MUS	162	Band	1.5
MUS	163	College Chorus	1.5

MUS	165*	Piano Ensemble	1.5
MUS	166*	Piano Repertoire and Interpretation	1.5
MUS	167	Symphony Orchestra	1.5
MUS	168	Community Symphonic Band	1.5
MUS	169	Marin Oratorio	1.5
MUS	177	Jazz Ensemble	1.5

**TOTAL MAJOR UNITS****38**

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

Upon successful completion of this degree, students will be able to:

- Observe, analyze, and evaluate artistic examples in the discipline, recognizing their historical and cultural traditions.
- Demonstrate aural awareness of the distinguishing elements of music, music literature, musical traditions, forms, and styles.
- Communicate musical concepts through correct musical terminology.
- Demonstrate critical thinking through musical performance.

**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. Illustrated by recordings. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A, C-ID: MUS 100

**MUS 102: Music Masterworks**

3.0 Units. 3 lecture and 1 TBA hrs/wk. No prerequisite. Advisory: Music 101 and 112.

Guided listening and discussion, with examples of music masterworks from the Renaissance period of music history to the mid-20th century. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

**MUS 103: History of Musical Theatre**

3.0 Units. 3 lecture hrs/wk. No prerequisite. May be taken as Music 103, Dance 103 or Drama 103; credit awarded for only one course.

This course surveys the history of American musical theatre and its effects on popular culture. The course explores the development of the musical in the context of American theatre history, through a multicultural study of the evolution of this uniquely American art form. (CSU/UC) 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, C-ID: MUS 110

**MUS 108: Introduction to World Music**

3.0 units. 3ure hrs/wk. No prerequisite.

Learn about the world's cultures through their music, understood on their own terms. Learn to identify non-western musical materials and instruments and non-western rhythms and harmony in order to understand the musical and uniquely cultural meanings inherent in the music of specific populations. The course also introduces ethnomusicology, by exploring methodology distinct from that of traditional western art music. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

**MUS 109: Music in Society**

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

Explore the social and psychological effects of everyday music in everyday life, from background music in restaurants and malls, to television commercials and film scores, to personal listening choices in public and private. Learn to "decode" the music that surrounds us, and to understand how genre and medium combine in context-specific situations to produce controlled conscious and subconscious reactions in a "hearing but not listening" public. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

**MUS 111: Theory I**

3.0 Units. 3 lecture hrs/wk. Prerequisite: read simple music. Advisory: completion of Music 106, concurrent enrollment in a major performing ensemble [Music 162, 163, 165, 166, 167, 168, 169, or 177].

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) C-ID: MUS 120

**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) C-ID: MUS 130

**MUS 113: Jazz Improvisation**

1.5 Units. 0.5 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite. Advisory: Basic instrumental/vocal technique and a willingness to take risks.

An introduction to improvisation for instrumentalists and vocalists who wish to develop their ability to perform jazz solos. Students learn jazz harmony, melody and rhythm, and apply this knowledge to the craft of improvisation. (CSU/UC)

**MUS 116: Desktop Musician I**

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

Basic concepts of electronic music synthesis, digital audio recording, and MIDI. The class emphasizes creating original multi-track recordings using loops, software instruments, and audio tracks; and includes editing, mixing, and mastering techniques. Supervised hands-on practice sessions in addition to required individual lab time. (CSU)

**MUS 117: Desktop Musician II**

2.0 Units. 1.5 lecture and 1.5 lab hrs/wk. Prerequisite: MUS 116.

A continuation of the basic concepts of electronic music synthesis, digital audio recording, and MIDI. The class emphasizes creating original multi-track recordings using loops, software instruments, and audio tracks; and includes editing, mixing, and mastering techniques. Supervised hands-on practice sessions in addition to required individual lab time. (CSU)

**MUS 121: Ear Training I**

2.0 Units. 1.5 lecture and 1.5 lab hrs/wk. Prerequisite: Read simple music; know major scales. Advisory: Music 106, concurrent enrollment in Music 111 or 171, and a major performing ensemble.

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) C-ID: MUS 125

**MUS 122: Ear Training II**

2.0 Units. 1.5 lecture and 1.5 lab hrs/wk. Prerequisite: Music 121. Advisory: concurrent enrollment in Music 112, 172, and a major performing ensemble.

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) C-ID: MUS 135

**MUS 140: Music Notation at the Computer**

1.5 Units. 1 lecture and .6 lab hrs/wk. Prerequisite: ability to read music.

Learn to notate music using the computer, for new compositions and transcriptions or arrangements of existing works. This course covers simple note entry on the computer or MIDI keyboard, as well as productions of scores from single voices to full ensemble arrangements. (CSU/UC)

**MUS 151: Applied Music I**

1.0 Unit. 1 lecture hrs/wk. Repeat: 3. No prerequisite. Corequisite: MUS 106, 111, 112, 211, or 212, or by audition.

This course, designed for music majors, is the individualized study of the appropriate undergraduate transfer-level techniques and repertoire for the specific instrument (or voice) being studied. It emphasizes the progressive development of skills needed for solo performance. Each week students take a 1-hour individual lesson and complete appropriate practice hours. Achievement is evaluated through a juried performance. (CSU)

**MUS 162: Band**

1.0 Unit. 3 lab hrs/wk. 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**

1.0 Unit. 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 164: Symphonic Wind Ensemble**

1.0 Unit. 3 lab hrs/wk. Repeat: 3. Prerequisite: standardized audition. One or more public performances per semester required.

An instrumental ensemble for advanced players of traditional wind and percussion, emphasizing one player per part. (CSU)

**MUS 167: Symphony Orchestra**

1.0 Unit. 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**

1.0 Unit. 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**

1.0 Unit. 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 170: Summer Pops Band**

1.0 Unit. 3 lab hrs/wk. Repeat: 3. No prerequisite. Multiple, off-campus public performances per semester required.

An instrumental ensemble for advanced players of traditional wind and percussion instruments, focused on traditional, pops, and patriotic works for band. (CSU/UC)

**MUS 171: Piano I**

1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: Read simple music, or Music 106.

This series of courses builds skills for keyboard proficiency, developing musicianship and correlating with subjects studied in other components of the music program. (CSU/UC)

**MUS 172: Piano II**

1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: Music 171.

This series of courses builds skills for keyboard proficiency, developing musicianship and correlating with subjects studied in other components of the music program. (CSU/UC)

**MUS 177: Jazz Ensemble**

1.0 Unit. 3 lab hrs/wk. Repeat: 3. Prerequisite: Standardized audition.

A course in large jazz ensemble performance. Intermediate and advanced skills are required. This course satisfies the major performing ensemble requirement for music majors. A public performance is required. (CSU/UC)

**MUS 178: Strings I**

1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: Ability to read simple music, or Music 106.

Beginning study in an orchestral string instrument, including violin, viola, cello and string bass. (CSU/UC)

**MUS 179: Strings II**

1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: Ability to read simple music, or Music 178.

Beginning instruction in an orchestral string instrument, including violin, viola, cello and string bass. (CSU/UC)

**MUS 180: Chamber Music Ensemble**

1.5 Units. 0.5 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Standardized audition.

The study, rehearsal and performance of repertoire for small instrumental ensembles (may include voice). Music from Baroque, Classical, Romantic, and Modern eras may be included, depending on skill level of players and instrumentation available. (CSU/UC)

**MUS 181: Voice I**

1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: Read simple music, or Music 106.

Elementary class instruction in the fundamentals of singing, principles of tone production, and voice development. (CSU/UC)

**MUS 182: Voice II**

1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: Music 181.

Continued elementary class instruction in the fundamentals of singing, principles of tone production, and voice development. (CSU/UC)

**MUS 183: Chamber Singers**

1.0 Unit. 3 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 188: College of Marin Brass Band**

1.0 Unit. 3 lab hrs/wk. Repeat: 3. Prerequisite: standardized audition. Advisory: Music 168.

An ensemble primarily of brass instruments with percussion that performs music from the American and British brass band traditions, as well as original works and arrangements. Individual and ensemble brass technique is taught. (CSU/UC)

**MUS 190: Opera Workshop**

2.0 Units. 6 lab hrs/wk. Repeat: 3. Prerequisite: Standardized audition.

Rehearsal and performance of a staged opera production. Participation in public performance is required and is the final exam for the course. (CSU)

**MUS 191: Musical Production: Orchestra**

1.5 Units. 3.5 lab hrs/wk. Repeat: 3. Prerequisite: Standardized audition.

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 192: Opera Festival**

0.5 Unit. 1.5 lab hrs/wk. Repeat: 3. Prerequisite: Standardized audition.

Restaging of an on-campus opera production for off-campus performances. Participation in public performances is required and is the final exam for the course. (CSU)

**MUS 193: Musical Production: Cast**

1.5 Units. 3.5 lab hrs/wk. Repeat: 3. Prerequisite: Standardized audition.

Rehearsal and performance of all vocal music aspects of staged musical production. Participation in public performances is required and is the final exam for this course. (CSU/UC)

**MUS 211: Theory III**

3.0 Units. 3 lecture hrs/wk. Prerequisite: Music 112. Advisory: concurrent enrollment in Music 221, 271, and a major performing ensemble.

Students will study four-part harmony utilizing diatonic sevenths, secondary chords, and modulation. Exercises, analysis, and composition are included, as well as some keyboard harmony. Introduction to short forms of composition. (CSU/UC) C-ID: MUS 140

**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) C-ID: MUS 150

**MUS 214: Music Composition Seminar**

3.0 Units. 3 lecture hrs/wk. Prerequisite: ability to read and write musical notation.

The study of compositional techniques, methods of notation, and individual creation of musical compositions. Students work on creative assignments of their own choice, listen to recordings, present in-class performances, and complete several small or one large composition during the semester. (CSU/UC)

**MUS 221: Ear Training III**

2.0 Units. 1.5 lecture and 1.5 lab hrs/wk. Prerequisite: Music 122.

A continuation of Music 121 and 122, the ear training component of the music major package. This course parallels the concepts and harmonic materials taught in Music Theory III (Music 211). Instruction includes rhythmic and melodic sight reading; rhythmic, melodic,



and harmonic aural perception; and some keyboard harmony. Includes study of compound intervals, seventh chords, melodies with chromaticism, subdivisions of the beat into two to seven parts, and harmonic progressions including secondary chords. (CSU/UC) C-ID: MUS 145

### **MUS 222: Ear Training IV**

2.0 Units. 1.5 lecture and 1.5 lab hrs/wk. Prerequisite: Music 221.

A continuation of Music 121, 122, and 221. The ear training component of the music major package. This course parallels the concepts and harmonic materials taught in Music Theory IV (Music 212). Instruction includes rhythmic and melodic sight reading; rhythmic, melodic, and harmonic aural perception, and some keyboard harmony. Includes study of compound intervals, seventh chords in inversion, synthetic and other unusual scales, chromatic, modal, and atonal melody, complex meter changes, polyrhythm, irregular meter, and harmonic progressions including mode mixture, Neapolitan and augmented sixth chords. (CSU/UC)

### **MUS 261: Small Ensemble Techniques**

1.0 Unit. 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**

1.0 Units. 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) C-ID: MUS 180

### **MUS 271: Piano III**

1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: Music 172.

This series of courses builds skills for keyboard proficiency, developing musicianship and correlating with subjects studied in other components of the music program. (CSU/UC)

### **MUS 272: Piano IV**

1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: Music 271.

This series of courses builds skills for keyboard proficiency, developing musicianship and correlating with subjects studied in other components of the music program. (CSU/UC)

### **MUS 273: Piano V**

1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: Music 272.

A continuation of Music 271 and 272, with more emphasis on the development of functional knowledge of musical structure, melody, rhythm, harmony and form. Attention is given to individual levels of achievement. (CSU/UC)

### **MUS 274: Piano VI**

1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: Music 273.

A continuation of Music 272 and 273, with more emphasis on the development of functional knowledge of musical structure, melody, rhythm, harmony and form. Attention is given to individual levels of achievement. (CSU/UC)

### **MUS 278: Strings III**

1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: Music 179.

Continuing intermediate study of an orchestral string instrument. (CSU/UC)

### **MUS 279: Strings IV**

1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. 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. No prerequisite. Advisory: Music 182.

Intermediate instruction in the fundamentals of singing, principles of tone production, and voice development with emphasis on vocal literature. (CSU/UC)

### **MUS 282: Voice IV**

1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: Music 281.

A more advanced development and refinement of the fundamentals of singing, principles of tone production, and voice development with emphasis on more advanced vocal literature. (CSU/UC)

### **MUS 287: Chamber Orchestra**

1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. No prerequisite. Repeats: 3. Advisory: Music 279.

An orchestra primarily of stringed instruments designed to prepare players not yet ready for Community Symphony Orchestra, but more advanced than Strings I-IV. Individual and ensemble string techniques are emphasized. (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 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, Lori Michelangelo, Joyce Passer, Joanna Ruddle  
Department Phone: 415-485-9319  
www.marin.edu/nursing

#### Credit by Examination:

Students may “challenge” program prerequisite or corequisite courses by use of the college Credit by Examination Process described under “Advanced Placement/Academic Credit” in Section 2 of this catalog. A “challenge” must be completed prior to submitting an application for entry into the Program. “Challenge” courses must be graded using a letter grade; Pass/No Pass grades are not accepted.

#### 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 Sunday. Because the clinical rotations are scheduled on both days and evenings, it is strongly recommended that all prerequisites and corequisites for registered nursing licensure and the Associate of Science degree be taken prior to entry into the program.

#### Degree Requirements:

- Success in the Registered Nursing Program (NE 95; to be taken once admitted to the Program)
- Human Anatomy (BIOL 120)
- Human Physiology (BIOL 224)
- Microbiology (BIOL 240)
- Chemistry (CHEM 110, 114 or 115)
- English (ENGL 150)
- Math (101 is the prerequisite; 103 is the degree requirement.)
- Nursing Education 180, 180L, 185, 185L, 188, 182, 181, 280, 280L, 283A, 283AL, 283B, 283BL, 284, 284L, 285, 285L, 286, 286L, 288A, 288B
- 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

\*Sonoma State University will not accept Speech 128; students considering transfer to SSU are advised to take one of the other approved Speech courses.

#### 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
<b>Freshman Year – First Semester</b>			
NE	180	Fundamentals of Nursing	3
NE	180L	Fundamentals of Nursing Clinical Laboratory	2
NE	181	Clinical Application Laboratory I	.5
NE	185	Medical-Surgical Nursing I	3
NE	185L	Medical-Surgical Nursing I Clinical Laboratory	2
NE	188	Pharmacology I	1
PSY	110	Introduction to Psychology	3
Communication Skills Requirement			3
<b>Freshman Year – Second Semester</b>			
NE	182	Clinical Application Laboratory II	.5
NE	280	Medical Surgical Nursing II	2
NE	280L	Medical Surgical Nursing II Clinical Laboratory	2
NE	283A	Maternal Child Nursing A	2
NE	283AL	Maternal Child Nursing A Clinical Laboratory	2
NE	288A	Pharmacology II	1
PSY	112	Child and Adolescent Psychology	3
Or			
PSY	114	The Psychology of Human Development: Lifespan	3
<b>Sophomore Year – Third Semester</b>			
NE	281	Clinical Application Laboratory III	.5
NE	283B	Maternal Child Nursing B	2
NE	283BL	Maternal Child Nursing B Clinical Laboratory	2
NE	284	Mental Health Nursing and Care of the Older Adult	2
NE	284L	Mental Health Nursing and Care of the Older Adult Clinical Laboratory	2
NE	288B	Pharmacology III	1
Behavioral and/or Social Sciences Requirement			3
<b>Sophomore Year – Fourth Semester</b>			
Communication Skills Requirement			3
NE	285	Medical Surgical Nursing III	2
NE	285L	Medical Surgical Nursing III Clinical Laboratory	2.5
NE	286	Professional Role Development	1
NE	286L	Professional Role Development Clinical Laboratory	2.5
<b>Additional Courses Required for General Education Degree</b>			
American Institutions			3
Humanities			3
Physical Education			1
Cross Cultural Studies			3
Communication and Analytical Thinking			3

#### TOTAL DEGREE UNITS **66.5**

Note: Only those completing all the nursing requirements of a semester may advance to the following semester. Students must achieve a grade of 75 or higher in the theory courses and a Pass in the clinical courses in order to pass each course.

Upon successful completion of this degree, students will be able to:

- Demonstrate caring that acknowledges the worth and dignity of all individuals, through skillful use of interpersonal processes and therapeutic nursing interventions.
- Apply the nursing process in a variety of settings to assist clients to promote, maintain, and restore optimal wellness, or provide support during the dying process.
- Perform therapeutic nursing interventions competently, applying knowledge of culture and human development.

- Apply effective written, verbal, and nonverbal communication techniques in interactions with client(s) and members of the health care team.
- Manage care for a group of clients, prioritizing, delegating and coordinating aspects of care and maximizing use of available resources while assuring quality and safety.

## ENROLLMENT PROCEDURES FOR NEW STUDENTS

Please refer to the Program website for details: [www.marin.edu/nursing](http://www.marin.edu/nursing).

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 following section, "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](http://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 online between November 1 and February 1. If either date occurs on a school holiday or weekend, the next following business day will apply. Applications will not be accepted prior to November 1, and late applications will not be considered.

### B. PROGRAM REQUIREMENTS FOR CONSIDERATION OF ADMISSION

1. Applicants must submit a complete online application, demonstrate completion of all program prerequisite courses with a grade of "C" or better, be in good academic standing at College of Marin, and meet the established minimal score on the ATI TEAS assessment test of 62 to be considered for admission.
2. **Social Security Number:** While a social security number is not required to be a College of Marin student, it is required by some of the clinical placement locations utilized by the College of Marin Nursing Program. A student must be able to successfully complete the program at all clinical locations; this means that a social security number, if required by the clinical location, must be available. If not, the student will not be admitted to the program.
3. **Prerequisite Course Information:**
  - Grades of C- (minus) or lower, Pass/Fail, and Credit/No Credit on prerequisite courses will not be accepted. Withdrawals are not counted.
  - 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.
  - Beginning with applications for Fall 2019 and beyond, the core biology courses (Human Anatomy, Microbiology, and Human Physiology) will have a recency requirement of 7 years. English, Chemistry, and Math will not have a recency requirement.
  - The first attempt at any of the prerequisites is used in the GPA calculation. If the first attempt was a non passing grade, and the second attempt was a passing grade, the first attempt will go into the GPA calculation and the second attempt will be permitted for admission should admission be offered.
4. **Six Prerequisite Courses:**

- **\*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. Anatomy, Physiology, and Microbiology must have been completed within the last 7 years of applying to the Program, measuring from December of the application cycle.

### 5. 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:

- Submit a Petition for Substitution form, filled out with completed and pending courses, accompanied by official transcripts and course descriptions from all institutions listed on the form. These documents must be submitted to the Office of Enrollment Services for processing anytime before the first Friday in January. Materials received after this deadline will not be processed in time for application. Upon receipt of the final transcripts with final grades, course substitutions and pending courses will be approved or denied, and that form will be returned to the student. The Petition for Substitution form is available on the Nursing Education Program website ([www.marin.edu/departments/HealthSciences/Nursing/enrollment1.htm](http://www.marin.edu/departments/HealthSciences/Nursing/enrollment1.htm)), and in the Office of Enrollment Services.
- 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](http://www.rn.gov). Refer to Foreign College Transcripts, under "Academic Records" in Section 2 of this catalog for more information.

## C. MULTI-CRITERIA ADMISSIONS

(Please see chart on page 207)

### D. ATI TEAS TESTING

The ATI TEAS exam will be offered free of charge to a select number of students, on a first come first served basis, with College of Marin students having first priority. TEAS will be offered in the months of October, November and December, registration to open during the summer of each year. A minimum score of 62 must be achieved in order to be considered for admission. If a score of 62 is not achieved, a remediation will be set by the Health Sciences Department.

## E. APPLICATION PROCESS (FOR FIRST-SEMESTER STUDENTS)

6. Complete the online application for enrollment in the Registered Nursing Program and submit prior to the February 1 deadline.

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.

7. **Notification of Space:** Applicants who have met all of the above requirements will be offered space based on their multi-criteria admission points 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 the end of June. No information regarding admission will be given over the phone or without verification of student identity.
8. **Tie of Multi-Criteria Points:** In the event of a tie in points among applicants, the department will determine the method by which ties are decided. Methods may include, but are not limited to, personal statement, lottery system, or interview.

9. **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 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. 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 Board of Registered Nursing Web page: [www.rn.ca.gov](http://www.rn.ca.gov). It is possible for a student to clear the initial background check and be denied licensure by the BRN.
- 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 Dean 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.

10. **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. Prior testing results or results from other organizations will not be accepted.

11. **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. This form may be turned in at the Health Center or the Nursing Education Department.

**F. APPLICANTS NOT ADMITTED TO THE PROGRAM**

12. **Disqualification:** An application may be disqualified for any of the following reasons:

- Application is incomplete.
- Applicants select incorrect application option.
- Official transcripts for all courses have not been submitted.
- All prerequisite courses have not been completed.
- Failure to obtain health and immunization requirements.
- Did not achieve a 62 or greater on the ATI TEAS test.
- Does not have proof of healthcare experience.
- Failure of criminal background clearance.\*
- Failure of drug screening.\*
- Readmission guidelines are not followed.
- Demonstrates violation of the COM Student Conduct Policy.
- 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.

\*Please note that any issue on a background check and any positive result on a drug screen can be grounds for a clinical agency to deny a student access to that facility for a clinical rotation. Students who are found ineligible for clinical placement by the clinical agency after admission to the nursing program, due to the result of the background or drug screen, shall be subject to dismissal from the program, as they will be unable to complete mandatory clinical rotations.

**C. Multi-Criteria Admissions**

Criteria	Points	Required Supporting Documents
<p>1. Academic degrees or diplomas, or relevant certificates held by an applicant, or volunteer experience. Applicant will earn points ONCE for the highest degree, diploma or certificate or volunteer experience. No degrees, diplomas, or certificate combination will be allowed to exceed 15 maximum points in this category.</p> <p><b>Maximum Points: 15</b></p>		
BS/BA degree or higher	15	One official transcript from regionally accredited US colleges and universities with degree posted. In-Progress coursework not accepted. International college graduates: all transcripts from outside the US must be evaluated by an approved foreign service evaluator such as World Education Service. Please visit our International Admissions website for further info <a href="http://es.marin.edu/admissions/international-admission">http://es.marin.edu/admissions/international-admission</a>
AA/AS degree	10	
Current license(s) such as: Certified Nursing Assistant (CNA), Emergency Medical Technician (EMT), Home Health Aide (HHA), Licensed Vocational Nurse (LVN), Medical Assistant (MA), Paramedic, Phlebotomist, Psychiatric Technician, Physical Therapist, Physician's Assistant (PA), Medical Doctor (MD), Pharmacy Tech, Physical Therapy Assistant (PTA), Occupational Therapist (OT), Respiratory Care Practitioner (RCP), Radiology Technologists, Sonography Technologists	10	Copy of current California license or certificate with license or certificate number, date of issue and expiration date.
200+ Volunteer hours or experience in a medical setting, caring for human patients, within the past 2 years.	5	Letter from agency verifying volunteer experience: must be on organization letterhead with an original signature, and must include the applicant's name, start and end dates, number of hours per week (or total hours) and name of department. Letter must also include a description of duties.
<p>2. Relevant coursework grade point average in the following College of Marin courses or their equivalent courses as determined by College of Marin: Human Anatomy [BIOL 120], Human Physiology [BIOL 224], Microbiology [BIOL 240], Chemistry for Allied Health [CHEM 110] OR Introduction to Chemistry [CHEM 114] OR Survey of Organic and Biochemistry [CHEM 115], Elementary Algebra [Math 101], OR Elementary Algebra (self paced) [MATH 101X &amp; Y] OR Elementary Algebra (deaccelerated courses) [MATH 101A &amp; B]- and Reading and Composition [ENGL 150]). Minimum GPA for admission to the RN program is 2.0 (only relevant coursework is used to calculate GPA).</p> <p>*Please note: Core Biology Courses: Human Anatomy, Microbiology &amp; Human Physiology will have a recency requirement of 7 years, effective for admission in Fall 2019. English, Chemistry &amp; Math will <b>not</b> have a recency requirement. <b>Maximum Points: 40</b></p>		
4.0 3.5–3.999 3.00–3.499 2.999–2.0 1.999 or below	40 30 20 10 Ineligible	One official transcript, issued within the last academic year, documenting completion of prerequisite courses and core Biology courses with a grade of C or better. Beginning with applications for Fall 2019, core biology courses (Anatomy, Physiology & Microbiology) will have a 7-year recency requirement. No In-Progress coursework accepted. Pass/No Pass, Credit/No Credit course grades not accepted.
3. Life experience or Special Circumstances. Select up to 3 life experiences or special circumstances. Maximum Points: 3		
3a. Disabilities	1	3a. Copy of Student Accessibility Services (SAS) evaluation or letter from physician documenting disability.
3b. Low income	1	3b. Documented eligibility for CalWORKS, EOPS, BOG fee waiver, Cal Grant, Pell Grant or other federal or state, needs based grant.
3c. Need to work	1	3c. Paycheck stub during period of time enrolled in prerequisite courses OR letter from employer on letterhead stationery verifying employment at least part time while completing prerequisites. Example: if you completed BIOL 120 in fall 2016 then your letter must reflect you worked during fall 2016 to receive this point allocation. This applies to all prerequisites completed.
3d. Disadvantaged social or educational environment	1	3d. Participation in or eligibility for Extended Opportunity Program and Services (EOPS).
3e. Refugee Status	1	3e. Official document from United States Citizens Immigration Service (USCIS) indicating refugee status has been approved/granted (I-94 card with Refugee Asylum Stamps or I-797 Notice of Action) with refugee status approved/granted.
3f. Difficult Personal or Family Circumstances	1	3f. Written statement from applicant documenting difficult personal or family circumstances with any supporting documentation.
3g. First generation to attend college	1	3g. Written statement from applicant.
4g. Veteran Status	1	4g. Copy of Defense Form DD-214 Honorable Discharge.

**4. Proficiency or advanced level coursework in languages other than English. Maximum Points: 2**

<p>Credit for languages other than English shall be received for languages that are identified by the Chancellor's Office. These may include but are not limited to the following:  American Sign Language, Arabic, Chinese including its various dialects, Farsi, Russian, Spanish, Tagalog, the various languages of the Indian subcontinent and Southeast Asia</p>	2	<p>Official transcript from a US regionally accredited college or university verifying 4 separate and progressive level courses of the same foreign language with a grade of C or better for each semester within the last 5 years.  OR  Letter from clergy, professor, or supervisor, if it is a native language (must be able to speak, read and write in language).</p>
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**5. Assessment /Readiness test results (ATI TEAS - new version 8/2016). Minimum adjusted individual score required for application is 62. Only one attempt allowed within 12 months.****Maximum Points: 40**

<p>90-100%  80-89.999%  70-79.999%  66-69.999%  62-65.999%  Less than 62%</p>	<p>40  30  20  10  0  Ineligible.  Remediation  required.</p>	<p>Official copy of results of the first ATI TEAS attempt.   If the test was taken at College of Marin, test results are already electronically submitted to College of Marin and only an unofficial copy is required with the application.</p>
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13. **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 updated supporting documents must be submitted the next application period.
14. **ATI TEAS Remediation:** If an applicant takes the TEAS exam and does not receive a minimum score of 62, they are required to contact Health Sciences to determine a remediation plan. If the applicant intends to reapply for the following admissions period, the remediation plan is mandatory and must be successfully completed.
15. **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 a **new** online application form and new, updated support documents to be considered for the next year's Program openings.

## ENROLLMENT PROCEDURES FOR RETURNING READMISSION, TRANSFER, OR CHALLENGE STUDENTS

Please refer to the Program website for details: [www.marin.edu/nursing](http://www.marin.edu/nursing).

### Definitions:

- **Returning Readmission student:** A student who left the College of Marin Registered Nursing Education Program in good standing.
  - **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. **All types of admission are 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. Please note that 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:**
    - Applications accepted November 1 through February 1.
    - Applications will only be accepted during the identified application period.
    - Incomplete applications will not be considered.
    - Students who are admitted after a year absence or longer may be required to:
      - Submit prior course work for official audit.
      - Officially petition to repeat prior coursework according to Title 5 guidelines.
      - Meet current program admission requirements.
  3. **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

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.

4. **Challenge of nursing courses:** Applicants who have related experiences to qualify for a challenge must follow the college process noted on under "Admissions Information" in Section 2 of this catalog.
5. **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.
6. **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 are not required to complete the TEAS 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 READMISSION, TRANSFER, OR CHALLENGE STUDENTS)

### 7. Returning Students:

- Readmission is not guaranteed.
- Submit an online application to return to the Program by identified due dates.
- For return to fall courses, submit an application with supporting documentation between November 1 and February 1.
- 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](http://www.marin.edu/nursing) for more information.
- A student is eligible for readmission only once.
- **Readmission policy after failure or poor student conduct:**
  - a. Students who fail any course in the nursing program required for passing the nursing program and/or attaining licensure as a Registered Nurse in California will not be considered for readmission.
  - b. Students who have been dismissed for poor student conduct in the Registered Nursing Program will not be eligible for readmission.
- **Readmission policy after withdrawal:**
  - a. The Dean of Health Sciences and the Registered Nursing faculty will determine whether a student will be accepted as a returning student if the student previously withdrew from the



nursing program while in good standing.

b. Student must have withdrawn from the nursing program while in good standing. For example, passing the program but death in the family, pregnancy etc.

c. Readmission to the RN program after withdrawal is not guaranteed. Each semester the Dean of Health Sciences will determine if there is space available to readmit students who have withdrawn in good standing based on student to teacher ratio, safety considerations in the clinical setting, contract requirements, capacity for placement in clinical facilities, as well as other factors beyond the control of the program, such as fiscal and program resources.

d. Students will not be considered for readmission if their nursing major courses are more than one-year-old.

e. A student while in good standing who withdraws from the Registered Nursing program a second time will not be considered for readmission to the program.

f. Accepted returning students may be asked by the Dean or faculty to petition to repeat or audit previously taken nursing course(s). District policies AP 4225, 4227, 4228, 4070 apply.

#### 8. Transfer Students:

- Request evaluation of prerequisite and corequisite courses using the college process described in Section B, "Program Requirements for Consideration of Admission."
- Submit an application to the Program by identified due dates.
- To transfer to first- or third-semester nursing courses (in fall), applications are due November 1 to February 1.
- Course information will be reviewed by the nursing department to determine equivalency and appropriate placement in the Program.
- Pending review of applications, applicants will either be offered an exam date for the TEAS or asked to provide official verification of their latest test score. Repeated TEAS scores must not exceed one score per year. The first score within a year will be accepted.

#### 9. Challenge Students:

- Request evaluation of prerequisite and corequisite courses using the process described in Section B, "Program Requirements for Consideration of Admission."
- 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 for Returning Readmission, Transfer, or Challenge Students."
- Course information is reviewed by the nursing department and Enrollment Services to determine equivalency and appropriate placement in the Program.
- Pending review of applications, applicants will either be scheduled for the ATI TEAS exam or asked to provide official verification of their latest TEAS score.

#### 10. Priority Admission into the Program for Returning Readmission, Transfer and Challenge Students:

- All admissions are on a program 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 a new application and updated support documents during the next application period for consideration.
- Applicants who did not meet the TEAS score will not be considered for admission but may remediate and retake the test after completion of the Remediation Plan developed by the Dean of Health Sciences.

### ADDITIONAL PROGRAM INFORMATION

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 90: Introduction to Nursing Education
  - CIS 110: Introduction to Computer 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. Any student whose conduct displays potential harm to peers, faculty or the patient's well-being as determined by the faculty will be withdrawn from the Program.
3. **Repeatability:** Title 5 does not allow students to repeat any nursing courses taken within the past 3 years. A petition to repeat a course must be submitted to Enrollment Services. Auditing of prior nursing courses may be mandated if the student is unable to repeat necessary courses.
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. **Continuing Education to BSN or MSN 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](http://www.assist.org). Please see a counselor for more information, as curriculum requirements may vary among transfer universities. Graduates of the Registered Nursing Education Program may transfer to a number of colleges and universities to study for a Bachelor of Science degree in Nursing. Contact the Registered Nursing Education Department for information regarding the following schools:

- Sonoma State University ([www.sonoma.edu/admissions](http://www.sonoma.edu/admissions))
- University of Phoenix ([www.phoenix.edu](http://www.phoenix.edu))

## NURSING EDUCATION COURSES (NE)

### NE 090: Introduction to Nursing Education

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

This course informs prospective students about the COM nursing program and the role of the registered nurse. Students learn to navigate the program's website, review application requirements, and consider pre- and co-requisites. Class demographics and program curriculum (specifically seminar, clinical, skills lab, and simulation expectations) are reviewed, in addition to the varied roles, educational pathways, and employment opportunities for associate degree RNs to advanced practice nursing. Self assessment of basic skills exercises are provided.

### NE 095: 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. 0.5 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 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 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. 1.0 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 180: Fundamentals of Nursing

3.0 Units. 6 lecture hrs/wk for 8 weeks. Prerequisites: ENGL 150; BIOL 120, 224, 240; CHEM 110; NE 95. Corequisites: NE 180L, 188. Advisory: CIS 110. Students must be enrolled in the COM Registered Nursing Program.

This is a foundational course that provides a framework for professional nursing practice emphasizing the national Quality and Safety Education for Nurses (QSEN) initiative. Basic nursing concepts introduced in this course include professionalism, safety, infection control, cultural competence, health promotion, health assessment, psychosocial concepts, basic care and comfort skills, the nursing process, communication, and client teaching. These concepts are applied to patients across the lifespan. (CSU)

### NE 180L: Fundamentals of Nursing Clinical Laboratory

3.0 Units. 12 clinical hrs/wk for 8 weeks. Prerequisites: background clearance, health clearance, CPR for the Health Care Professional. Corequisites: NE 180, 181, and 188. Students must be enrolled in the COM Registered Nursing Program.

This course is the clinical laboratory to accompany NE 180. Students apply basic nursing concepts including professionalism, safety, infection control, cultural competence, health promotion, health assessment, psychosocial concepts, basic care and comfort skills, communication, and client teaching to the care of clients across the lifespan. Students utilize the nursing process to plan and implement

patient-centered care for clients in a variety of healthcare settings. (CSU)

### **NE 181: Clinical Application Laboratory I**

0.5 Unit. 2 lab hrs/wk. No prerequisite. Corequisites: NE 188, 180, and 180L. Must be enrolled in the COM Registered Nursing Program.

This course provides opportunities for first-year registered nursing students (Level I) to learn and practice basic assessment and technical skills fundamental to professional nursing across the lifespan in the safety of a simulated clinical environment. Instruction includes presentation of evidence-based practice and scientific rationales for performance of nursing skills, skill demonstrations, and the opportunity for guided/supervised student practice. In addition to the achievement of technical skill competency, emphasis is placed on integrating the use of the nursing process, communication and documentation skills, client care management skills, and critical thinking and problem-solving skills through the use of clinical simulations and case scenarios. (CSU)

### **NE 182: Clinical Application Laboratory II**

0.5 Unit. 2 lab hrs/wk. Prerequisite: NE 181. Corequisites: NE 185 and 185L. Must be enrolled in the COM Registered Nursing Program.

This course provides opportunities for first-year registered nursing students (Level II) to learn and practice intermediate assessment and technical skills fundamental to professional nursing across the lifespan in the safety of a simulated clinical environment. Instruction includes presentation of evidence-based practice and scientific rationales for performance of technical skills, skill demonstrations, and the opportunity for guided/supervised student practice. In addition to the achievement of technical skill competency, emphasis is placed on integrating the use of the nursing process, communication and documentation skills, client care management skills, and critical thinking and problem-solving skills through the use of clinical simulations and case scenarios. (CSU)

### **NE 185: Medical-Surgical Nursing I**

3.0 Units. 6 lecture hrs/wk for 8 weeks. Prerequisite: NE 180. Corequisites: NE 185L, NE 188. Must be enrolled in the COM Registered Nursing Program.

This course builds on concepts presented in NE 180, focusing on nursing management of patients with recurring and common medical surgical conditions in acute and community settings. It provides the learner with a systematic method of analyzing and prioritizing assessment data, and applies pathophysiologic concepts to the care of select medical surgical patients. (CSU)

### **NE 185L: Medical Surgical Nursing I Clinical Laboratory**

2.0 Units. 12 clinical hrs/wk for 8 weeks. Prerequisite: NE 180L. Corequisites: NE 181, 185, and 188. Must be enrolled in the COM Registered Nursing Program.

This clinical laboratory accompanying NE 185 builds on concepts presented in NE 180, focusing on the nursing management of adult

clients with common and recurring medical surgical conditions. It provides a systematic method of analyzing and prioritizing assessment data, and applies pathophysiologic concepts to the care of medical surgical patients in a variety of health care settings. Students begin to develop clinical judgement and implement therapeutic nursing interventions to promote health and prevent complications. (CSU)

### **NE 188: Pharmacology I**

1.0 Unit. 1 lecture hrs/wk. Prerequisite: MATH 101 or 101AB or 101XY or sufficient score on the Math Assessment Test. Corequisite: NE 180. Must be enrolled in the COM Registered Nursing Program.

This foundational course focuses on the basic knowledge, skills, and attitudes required of the Registered nurse for the safe dosage calculation, preparation, and administration of medications to all age groups. Principles of pharmacology, legal and ethical considerations, risk reduction strategies, and accurate drug dosage calculation are emphasized. (CSU)

### **NE 205: Open Skills Laboratory**

0.5 Unit. 1.5 lab hrs/wk. Repeat: 2. Prerequisite: NE 203 or concurrent enrollment. To enroll in this course, students must be enrolled in the COM Registered Nursing Program.

This course provides opportunities for registered nursing students who have completed the required first-year skills labs (NE 101 and 102) to have additional supervised practice performing clinical skills that are required for the profession of registered nursing. Students may enroll in NE 205 to review and practice skills during the third and fourth semesters of the registered nursing program. (CSU)

### **NE 280: Medical Surgical Nursing II**

2.0 Units. 4 lecture hrs/wk for 8 weeks. Prerequisite: NE 185. Corequisite: NE 280L. Must be enrolled in the COM Registered Nursing Program.

This course builds on concepts presented in NE 185, focusing on nursing management of moderately complex medical surgical clients in the acute care, rehabilitative care, and community settings. Nursing concepts related to neurology and cancer are emphasized. (CSU)

### **NE 280L: Medical Surgical Nursing II Clinical Laboratory**

2.0 Units. 12 clinical hrs/wk for 8 weeks. Prerequisite: NE 185L. Corequisites: NE 280, 182, and 288A. Must be enrolled in the COM Registered Nursing Program.

This clinical laboratory accompanying NE 280 applies nursing concepts to the management of moderately complex medical surgical clients in a variety of healthcare settings. Students further develop clinical judgement and implement therapeutic nursing interventions, to promote health and to recognize and prevent complications. (CSU)

### **NE 281: Clinical Application Laboratory III**

0.5 Unit. 2 lab hrs/wk. Prerequisite: NE 182. Must be enrolled in the COM Registered Nursing Program.

This course provides opportunities for second-year nursing students (Level III) to apply theory and technical skills fundamental to the performance of professional nursing across the lifespan in the safety of a simulated clinical environment. Includes presentation of indications and rationales for nursing interventions and technical skills, adaptations required for various situations, skill demonstrations, and the opportunity for guided student practice. In addition

to the achievement of technical skill competency, emphasis is placed on integrating 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 283A: Maternal Child Nursing A**

2.0 Units. 4 lecture hrs/wk for 8 weeks. Prerequisites: NE 185 and 188. Corequisite: NE 283AL. Must be enrolled in the COM Registered Nursing Program.

This theory course introduces family-centered and culturally aware nursing care of the childbearing family during the prenatal, intra-partum, postpartum, and neonatal periods. Wellness promotion in the new family is emphasized through patient education of evidence-based self-care and parenting practices. Select women's reproductive health concerns such as family planning, infertility, and sexually transmitted diseases are covered, as are the healthcare concerns of the menopausal woman. (CSU)

**NE 283AL: Maternal Child Nursing A Clinical Laboratory**

2.0 Units. 12 lab hrs/wk for 8 weeks. Prerequisites: NE 185L and 181. Corequisite: NE 283A. Must be enrolled in the COM Registered Nursing Program.

This 96-hour clinical rotation exposes students to a variety of obstetrical-related units in the hospital setting: labor and delivery, postpartum, well baby, intensive care nursery, and antenatal testing. Additional community clinics serving diverse patient populations provide observational experiences in a range of women's reproductive healthcare. The simulation lab allows students to further explore and manage the nursing care of select reproductive and neonate scenarios. (CSU)

**NE 283B: Maternal Child Nursing B**

2.0 Units. 4 lecture hrs/wk for 8 weeks. Prerequisite: NE 185 and 188. Corequisite: NE 238BL. Must be enrolled in the COM Registered Nursing Program.

This course focuses on the integration and application of the nursing process as it relates to children and families. Common health issues from infancy to adolescence are examined using the standards of competent practice, QSEN competencies, developmental theory, cultural competency, health promotion, illness prevention, and restorative and end-of-life care. (CSU)

**NE 283BL: Maternal Child Nursing B Clinical Laboratory**

2.0 Units. 12 lab hrs/wk for 8 weeks. Prerequisites: NE 185L and 181. Corequisite: NE 283B. Must be enrolled in COM Registered Nursing Program.

In this lab course accompanying NE 283B, clinical experiences provide opportunities for students to demonstrate clinical nursing competencies in simulation and in a variety of pediatric settings, incorporating health promotion, illness prevention, and restorative and end-of-life care. (CSU)

**NE 284: Mental Health Nursing and Care of the Older Adult**

2.0 Units. 4 lecture hrs/wk for 8 weeks. Prerequisites: NE 185 and 188. Corequisite: NE 284L. Must be enrolled in the COM Registered Nursing Program.

This course focuses on mental health concepts related to individuals, families, and communities, emphasizing the nurse-client relationship, commonly occurring mental illnesses, psychopharmacology, and other major treatment modalities. Community mental health issues such as environmental stressors, abuse, violence, substance abuse, and homelessness are emphasized. The course also focuses on the care of older adults, emphasizing promoting healthy aging, managing common geriatric syndromes and chronic illnesses, and addressing end-of-life care. Impacts of an increasing aging population on the health care system, and ethical, legal, and public policy issues in the care of older adults are included. [Replaces NE 212.] (CSU)

**NE 284L: Mental Health Nursing and Care of the Older Adult Clinical Laboratory**

2.0 Units. 12 lab hrs/wk for 8 weeks. Prerequisites: NE 185L and 181. Corequisite: NE 284. Must be enrolled in the COM Registered Nursing Program.

In this clinical laboratory accompanying NE 284, students apply the nursing process to the care of pediatric and adult clients with select mental disorders. Students collaborate with other health care professionals in management, health education, and resolution of legal and ethical issues in mental health. Students further develop therapeutic communication techniques and approaches for care of clients and families in crisis, and for individuals demonstrating challenging behaviors. Students also apply the nursing process to the care of older adults in acute and community settings, emphasizing promoting healthy aging, managing common geriatric syndromes and chronic illnesses, and providing end-of-life care. (CSU)

**NE 285: Medical Surgical Nursing III**

2.0 Units. 4 lecture hrs/wk for 8 weeks. Prerequisite: NE 280. Corequisite: NE 285L. Must be enrolled in the COM Registered Nursing Program.

This course builds on concepts presented in NE 280, focusing on the nursing management of unstable, complex patients with multisystem problems. Nursing concepts related to complex multisystem problems including complex respiratory and cardiovascular problems, sepsis and shock, kidney failure, and burns are explored. (CSU)

**NE 285L: Medical Surgical Nursing III Clinical Laboratory**

2.5 Units. 15 lab hrs/wk for 8 weeks. Prerequisite: NE 280L. Corequisites: NE 285, 281, and 288B. Must be enrolled in the COM Registered Nursing Program.

In this clinical laboratory accompanying NE 285, students apply the nursing process to focus on the nursing management of unstable, complex patients with multisystem problems. Students apply advanced medical surgical nursing concepts to further develop prioritization and organizational skills, identify emergent patient

care needs, and use clinical judgement to promote optimum patient outcome. (CSU)

### **NE 286: Professional Role Development**

*1.0 Unit. 1 lecture hrs/wk. Prerequisite: NE 285. Corequisite: NE 286L. Must be enrolled in the COM Registered Nursing Program.*

This course focuses on professional, management, and career skills needed by senior nursing students to make a successful transition to graduate Registered nurse. Professional issues include membership in nursing organizations, political activism, ethical and legal issues, health care economics, and current policy issues that affect health care delivery and the nursing profession. Patient care management skills include staffing and assignments, delegation and supervision, conflict management, quality assurance, and risk management. Career issues include the process for obtaining licensure, guidelines for writing resumes and cover letters, and interview preparation. (CSU)

### **NE 286L: Professional Role Development Clinical Laboratory**

*2.5 Units. 15 lab hrs/wk for 8 weeks. Prerequisites: NE 285L, 283AL, 283BL, 284L, 288B, and 281. Corequisite: NE 286. Must be enrolled in the COM Registered Nursing Program.*

This course, the clinical laboratory accompanying NE 286, provides experiences that facilitate the transition from student to graduate Registered nurse. It provides opportunities to integrate cumulative nursing knowledge and experience into clinical practice; to 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)

### **NE 288A: Pharmacology II**

*1.0 Unit. 1 lecture hrs/wk. Prerequisite: NE 188. Must be enrolled in the COM Registered Nursing Program.*

This course builds upon concepts presented in NE 188, highlighting the major drug classifications, common prototype medications, and nursing management of drug therapy. Research findings and theory-based knowledge are applied in assessing the needs of clients for medications, safe medication administration, and patient education. Focus is on the basic knowledge, skills, and attitudes required for evidence-based medication administration and monitoring in the major drug categories. Representative medications affecting the following systems are discussed: neurological, gastrointestinal, respiratory, endocrine, cardiovascular, integumentary, renal, and sensory. Lifespan differences and complementary/alternative therapies are described as they affect medication administration. (CSU)

### **NE 288B: Pharmacology III**

*1.0 Unit. 1 lecture hrs/wk. Prerequisite: NE 188. Must be enrolled in the COM Registered Nursing Program.*

This course builds upon concepts presented in NE 288A, highlighting the major drug classifications, common prototype medications, and nursing management of drug therapy. Research findings and theory-based knowledge are applied in assessing the needs of clients for medications, safe medication administration, and patient education. Focus is on the basic knowledge, skills, and attitudes required for evidence-based medication administration and monitoring in the major drug categories. Representative medications are discussed: antibiotic/antifungal/antiviral, chemotherapy agents, immunomodulators, substances of abuse, psychotherapeutic drugs, vaccines, drugs that modify uterine function, and drugs indicated for bone and joint disorders. Complementary/alternative therapies are described as they affect and interact with medication administration. (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](http://www.marin.edu/nursing).

### **VOCN 6010: Review of Nursing Care and Skills for RN Students**

*0.0 Unit.*

This course offers the RN student additional practice in the class/clinical/laboratory setting. It is designed to provide additional practice and 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 must be enrolled in COM's RN program, and are recommended to this course by their clinical instructor.

### **VOCN 6015: Successful RN Preceptor Course**

*0.0 Unit. 5 lecture hrs/wk.*

This course prepares registered nurses to be effective preceptors for fourth-semester nursing students. 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. 0.75 lecture and 0.125 TBA hrs/wk.*

This course introduces the Test of Essential Academic Skills (TEAS) test plan, describing content areas of reading comprehension; mathematics; science and technical reasoning; and English and English language skills, and discusses test taking skills. The last meeting includes a post assessment test, grading the test, and how to register for 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

## A.A.-T. IN PHILOSOPHY

### Associate in Arts in Philosophy for Transfer degree (AA-T)

This degree is primarily intended for the student who wants to earn a degree on the way to transferring to a California State University.

### To complete the Associate in Arts in Philosophy for Transfer degree, a student must:

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”
3. Obtain a minimum grade point average of 2.0.

### REQUIREMENTS

### UNITS

#### Required Core Courses (6 units):

PHIL	112	Introduction to Logic	3
PHIL	110	Introduction to Philosophy	3

#### Or

PHIL	111	Introduction to Ethics	3
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#### List A. Select one (3 units)

Any course from required core not already used

PHIL	115	History of Philosophy: Ancient	3
PHIL	117	History of Philosophy: Late Modern to Contemporary	3

#### List B. Select two (6 units)

Any course from List A not already used

HUM	100A	Introduction to Humanities: Ancient Greece to the Medieval Period	3
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#### Or

HIST	110	Western Civilization I: to 1350	3
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#### Or

HIST	111	Western Civilization II: 1350 to 1815	3
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HUM	100B	Introduction to Humanities: Renaissance to the Modern Period	3
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#### Or

HIST	112	Western Civilization III: the 19th and 20th Centuries	3
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### List C. Select one (3 units)

Any course from List A or List B not already used

Courses articulated as CSU GE Area C2 or IGETC Area 3B:

DRAM	116	Survey of Dramatic Literature: Ancient Greek to the Present	3
ENGL	208	Short Fiction	3
ENGL	212	Introduction to Poetry	3
ENGL	214	The Popular Novel	3
ENGL	218	The American Short Story	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	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
ENGL	237	The Literature of American Cultures	3
ENGL	240	Classic Children's Literature	3
ENGL	242	Global Writings	3
ETST	154	Native American Literature	3
FREN	225	Advanced French I	3
FREN	226	Advanced French II	3
HUM	107	Humanities Through the Arts	3
HUM	114	The Long Search: An Introduction to the World's Religions	3
HUM	118	Introduction to World Religions	3
HUM	125	Myth, Symbol, and the Arts	3
HUM	242	Global Writings	3
ITAL	225	Advanced Italian I	3
ITAL	226	Advanced Italian II	3
JPNS	225	Advanced Japanese I	3
JPNS	226	Advanced Japanese II	3
SPAN	225	Advanced Spanish I	3
SPAN	226	Advanced Spanish II	3
SPAN	230A	Culture and Civilization of Spain and South America	3
SPAN	230B	Culture and Civilization of Mexico and Central America	3
SPAN	230C	Culture and Civilization of Spain	3
SPCH	140	Oral Interpretation of Literature I	3

**Total Major Units 18**

Maximum Units Double-Counted (IGETC/CSU-GE): 6-12 units/9-15 units

Required IGETC/CSU-GE Breadth: 37 units/39 units

Remaining CSU Transferable Electives (IGETC/CSU-GE): 11-17 units/12-18 units

**TOTAL DEGREE UNITS 60**

Upon successful completion of this degree, students will be able to:

- Read and discuss classic texts in philosophy.
- Engage in critical thinking and logical argumentation both orally and in writing.
- Explain the role played by philosophical thinking in other disciplines, such as science, religion, art and myth.
- Analyze and synthesize the issues and topics dealt with in philosophy.
- Form original arguments both orally and in writing and relate class material to their own lives.

## 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, C-ID: PHIL 100

### PHIL 111: Introduction to Ethics

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent.

This course introduces students to the major philosophical ethical theories and encourages them to apply these theories to situations in contemporary culture. Students gain an increased understanding of the role that ethical reasoning plays in the maintenance of culture. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B, C-ID: PHIL 120

### 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, C-ID: PHIL 110

### PHIL 115: History of Philosophy: Ancient

3.0 Units. 3 lecture hrs/wk. Prerequisite: Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent.

An introduction to ancient Greek philosophy, focusing on the Presocratics, Socrates, Plato, Aristotle, the Cynics, Stoics, Epicureans and Skeptics. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B, C-ID: PHIL 130

### PHIL 116: History of Philosophy: Medieval

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent.

An introduction to the history of Medieval philosophy from St. Augustine to Sir William of Ockham. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

### 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, C-ID: PHIL 140

### PHIL 118: Aesthetics

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent.

An introduction to aesthetic theory and the philosophy of art. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

## PHYSICAL EDUCATION

For standard Physical Education courses, please see the Kinesiology discipline.

## PHYSICAL EDUCATION COURSES (PE)

### PE 070: Adapted Aquatics

0.5 Unit. 2 lab hrs/wk. Course is repeatable. Prerequisite: Recommendation of student's physician, completed medical form, and a student educational plan.

A class for any student who will benefit from a program of aquatic exercise. Swimming skills are not necessary. (CSU/UC) AA/AS Area H

### PE 071: Adaptive Fitness and Strength Training

0.5 Unit. 2 lab hrs/wk. Course is repeatable. Prerequisite: Recommendation of student's health care provider including completed medical form, and a student educational plan.

An aerobic fitness class developed to meet the needs of students with physical disabilities. Students will participate in group exercise activities (sitting or standing) designed to enhance cardiovascular fitness, strength, flexibility, coordination, and balance. (CSU/UC) AA/AS Area H

### PE 072AB: Adapted General Conditioning

Units/hours variable. Course is repeatable. Prerequisite: Recommendation of student's physician, completed medical form, and a student educational plan.

In this course, designed for students with physical disabilities, under the direction of the instructor, students develop a personalized fitness program based on their individual needs, including the use of stationary bicycles, treadmills, weights and other adapted equipment. (CSU/UC) AA/AS Area H

### PE 074AB: Adapted Yoga

Units/hours variable. Course is repeatable. Prerequisite: Recommendation of student's physician, completed medical form, and a student educational plan.

This is a safe yoga, breathing, and relaxation course designed for students with physical disabilities. Instruction includes total body movement, breathing and relaxation techniques. Emphasis is on proper alignment, mind/body connection, and stress reduction techniques. (CSU/UC) AA/AS Area H

### PE 075: Adapted Tai Chi

0.5 Unit. 2 lab hrs/wk. Course is repeatable. Prerequisite: Recommendation of student's physician, completed medical form, and a student educational plan.

This class introduces the art of Tai Chi, specifically the Yang style short form and long form. Designed for students with physical disabilities, movements are adapted to the needs of each student, so that all may participate successfully at their appropriate level. (CSU/UC) AA/AS Area H



**PE 076: Adapted Zumba Fitness**

0.5 Unit. 2 activity hrs/wk. Course is repeatable. Prerequisite: Recommendation of student's physician, completed medical form, and a student educational plan.

This class is a fusion of international music and dance (primarily Latin) that creates a dynamic, exciting, and effective total body fitness program yet is low-impact and can be modified for individuals with disabilities and/or who use a chair. While exploring a medley of easy-to-follow dance rhythms and variations, the class is accessible to most everyone, regardless of age or skill level. No dance experience is necessary. (CSU/UC) AA/AS Area H

**PE 079: Adapted Awareness Through Movement**

0.5 Unit. 2 activity hrs/wk. Course is repeatable. Prerequisite: Recommendation of student's physician, completed medical form, and a student educational plan.

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

## 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**

David Everitt

Department Phone: 415-485-9510

**Physics Prerequisite Recency Requirement**

To ensure student success, certain chemistry and physics courses have 5-year prerequisite recency requirements. The chemistry prerequisites for CHEM 131, 132, 132E, 231, 232 and 232E and the physics prerequisites for PHYS 108B, 207B and 207C must have been successfully completed within the past 5 years. Students may challenge these recency requirements by taking a test, by arrangement with the Physical Sciences Department chairperson.

## A.S.-T. IN PHYSICS

**Associate in Science in Physics for Transfer degree (AS-T)**

This degree is primarily intended for the student who wants to earn a degree on the way to transferring to a California State University.

**To complete the Associate in Science in Physics for Transfer degree, a student must:**

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”
3. Obtain a minimum grade point average of 2.0.

REQUIREMENTS			UNITS
<b>Required Core Courses:</b>			
PHYS	207A	Mechanics and Properties of Matter	5
PHYS	207B	Electricity and Magnetism	5
PHYS	207C	Heat, Light, Sound, and Modern Physics	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
<b>Total Major Units</b>			<b>30</b>
Maximum Units Double-Counted (IGETC only):			7 units
Required IGETC:			37 units
Remaining CSU Transferrable Electives (IGETC):			0 units
<b>TOTAL DEGREE UNITS</b>			<b>60</b>

Upon successful completion of this degree, students will be able to:

- Analyze physical phenomena by identifying and applying the relevant physical principles.
- Solve problems requiring the application of calculus-based physics.
- Collect and analyze experimental data and present it in a lab report.

## 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, C-ID: PHYS 105

### 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) AA/AS Area A, CSU Area B-1

### PHYS 108B: General Physics II

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: PHYS 108A. The prerequisite must have been completed within the past 5 years.

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) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A and 5C, C-ID: PHYS 110

### 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) AA/AS Area A, 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-3, 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 and meets the CSU GE and UC Lab Experience requirements. (CSU/UC) AA/AS Area A, CSU Area B-3, IGETC Area 5C

### PHYS 207A: Mechanics and Properties of Matter

5.0 Units. 4 lecture and 3 lab hrs/wk. Prerequisites: Math 123, and Math 124 or concurrent enrollment.

This course develops the physical laws, concepts, and mathematical tools needed to describe motion and the action of forces. Central ideas include Newton's laws of motion, conservation of energy, and conservation of linear and angular momentum. Emphasizes problem solving. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A And 5C, C-ID: PHYS 205

### PHYS 207B: Electricity and Magnetism

5.0 Units. 4 lecture and 3 lab hrs/wk. Prerequisites: PHYS 207A, and Math 223 or concurrent enrollment. The physics prerequisite must have been completed within the past 5 years.

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) AA/AS Area A, CSU Area B-1 and B-3, C-ID: PHYS 210

### 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. The physics prerequisite must have been completed within the past 5 years.

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, Paul Cheney

Department Phone: 415-485-9630

## A.A.-T. IN POLITICAL SCIENCE

### Associate in Arts in Political Science for Transfer degree (AA-T)

This degree is primarily intended for the student who wants to earn a degree on the way to transferring to a California State University.

#### To complete the Associate in Arts in Political Science for Transfer degree (AA-T), a student must:

- Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. Up to 12 units may be double-counted.
- Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”
- Obtain a minimum grade point average of 2.0.

REQUIREMENTS			UNITS
<b>Required Core Course (3 units):</b>			
POLS	101	Introduction to the Government of the United States	3
<b>Required Electives - List A - select three courses (9-10 units):</b>			
POLS	100	American Political Institutions	3
POLS	102	Comparative Political Systems	3
POLS	103	Political Theory	3
POLS	104	International Relations	3
MATH	115	Probability and Statistics	4
<b>Or</b>			
STAT	115	Introduction to Statistics	4
<b>Required Electives - List B - select two courses (6-8 units):</b>			
ECON	101	Principles of Macroeconomics	3
ECON	102	Principles of Microeconomics	3
ETST	111	History of African Americans (A)	3
ETST	112	History of African Americans (B)	3
ETST/HIST	121	History of Latinos in the United States	3
ETST/HIST	151	Native American History	3
ETST/HIST	214	History of Latin America	3
ETST/HIST	216	History of Mexico	3
GEOG	102	The Human Environment	3
HIST	100	Major Trends and Selected Topics in American History	3
HIST	101	World History I: Origins of the Major Traditions	4
HIST	102	World History II: Evolution of the Modern World	4
HIST	109	History of California	3
HIST	110	Western Civilization I: to 1350	3
HIST	111	Western Civilization II: 1350 to 1815	3
HIST	112	Western Civilization III: the 19th and 20th Centuries	3
HIST	117	History of the United States I	3
HIST	118	History of the United States II	3
HIST	206	History of Russia	3
HIST	211	Women in History and Politics	3
HIST	238	History of Africa	3
POLS	117	The Middle East: A Political Perspective	3
POLS	211	Women in American History and Politics	3
POLS	219	The Politics of the United States Presidency	3
POLS	220	American Foreign Policy	3

**TOTAL MAJOR UNITS** 18-21

Upon successful completion of this degree, students will be able to:

- Explain and illustrate the interactions between federal, state, and local governments.
- Identify key factors in the historical origins and foundations of the American political system.
- Analyze systems and draw conclusions about their relative effectiveness in meeting the needs of the nation and its people.
- Critically evaluate and compare economic systems and social conditions of specific nations.
- Relate theories concerning the purpose of government, the relationship between government and people, and the justification for the acquisition and exercise of power.
- Identify and discuss the factors leading to greater interdependency in the international arena.

## POLITICAL SCIENCE COURSES (POLS)

### POLS 100: American Political Institutions

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

This course surveys institutions, policies, processes and dynamics of American politics: the executive, legislative, and judicial branches as well as the media, interest groups, and citizens. Emphasis is on the American political values and the distribution of power in America. The objective of the course is to teach students to critically question, analyze, and interpret the current events taking place, and to 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, C-ID: POLS 110/150

### 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. Particular attention is paid to the dynamics, which make the principles meaningful and the machinery operate. 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, C-ID: POLS 110

### 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 key political relationships within nations, and to compare political, economic and social systems among nations. (CSU/UC) AA/AS Area B, CSU Area D-8, IGETC Area 4, C-ID: POLS 130

**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, C-ID: POLS 120

**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, C-ID: POLS 140

**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. Students also analyze images and discourse used in media, government, and other institutions to explain historical and contemporary events in this region. (CSU/UC) CSU Area D-8

**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, class and group discussion, project based learning, audiovisual materials, and guest speakers, this course is a multidimensional exploration of terrorism from historical, political, ideological, and religious perspectives. (CSU/UC) AA/AS Area B

**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. The course also includes optional student participation in the proceedings of a regional Model United Nations. (CSU/UC) AA/AS Area B, CSU Area D-8, IGETC Area 4H

**POLS 211: Women in American History and Politics**

3.0 Units. 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/UC) AA/AS Areas B and C, CSU Areas D-6 and D-8, IGETC Area 4

**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 introduces students to the origins, current status, and future trends of major transnational issues confronting the global community. Topics may include population trends, economic development and inequality, basic human needs (for food, water, healthcare), human rights, international conflict and security concerns, and environmental problems. When possible, informed participants in world and national events will 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 class provides students with a detailed understanding of the modern American presidency by examining the theory and realities behind Executive Branch power. Topic covered include basic concepts of American government, the relationships between various branches of government, the role of interest groups, and the legacy of the American presidency for both national and international affairs. The class uses primary as well as secondary sources to contrast historical developments with recent presidential administrations. (CSU/UC) AA/AS Area B, CSU Area D-8, IGETC Area 4

**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**

Yashica Crawford, Shawn Purcell, Robert McCoy, Susan Rahman  
Department Phone: 415-485-9630

**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:**

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. Up to 12 units may be double-counted.
2. Complete all courses in the major with a grade of "C" or better, or "P" if the course is taken as "pass/no pass."
3. Obtain a minimum grade point average of 2.0.

REQUIREMENTS			UNITS
<b>Required Core Courses (10 units)</b>			
MATH	115	Probability and Statistics	4
PSY	110	Introduction to Psychology	3
PSY	205	Introduction to Research Methods	3
<b>Required Elective (choose one course; 3 units):</b>			
BIOL	110	Introduction to Biology	3
BIOL/PSY	251	Biological Psychology	3
<b>Required Elective (choose one course; 3 units):</b>			
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
<b>Required Elective (choose one course; 3 units)</b>			
ANTH	102	Introduction to Cultural Anthropology	3
PSY	111	Personality Dynamics and Effective Behavior	3
<b>TOTAL MAJOR UNITS</b>			<b>19</b>

Upon successful completion of this degree, students will be able to:

- Identify and describe the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology.
- Apply research findings in psychology to everyday experience.
- Apply the scientific method and critical thinking skills to formulate and evaluate valid hypotheses in the field.
- Describe how psychological principles are applied in business, industry, childrearing and social interactions.
- Explain how basic psychosocial factors influence behavior, attitudes, and personal presuppositions.

## 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, C-ID: PSY 110

### PSY 111: Personality Dynamics and Effective Behavior

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

This course presents major theoretical and research perspectives on personality description, development, dynamics, and change, and examines how these theories and research findings can be effectively applied in our own lives. Topics include the dimensions of personality traits and the development of tests to measure these traits in individuals; factors influencing the day-to-day functioning of individuals including conscious and unconscious motivations, self-concept, self-esteem, and coping mechanisms; 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, C-ID: PSY 180

### PSY 116: Theories of Personality

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

A survey of the major theories of personality. Psychoanalytic, interpersonal, humanistic, behavioral, social-cognitive, and trait theories will be covered. (CSU/UC) AA/AS Area B, CSU Area D-9, IGETC Area 4

### 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: 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 examines family as an institution and its role as a primary socializing agent across cultures and societies, emphasizing the various socio-cultural, political, and economic forces that have impacted, and continue to impact, this institution and the subsequent implications for different social groups throughout history and into the present. (CSU/UC) AA/AS Area B, CSU Area D-7 or E, IGETC Area 4

### 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, C-ID: PSY 120

### PSY 205: Introduction to Research Methods

3.0 Units. 3 lecture hrs/wk. Prerequisite: SOC 110 or PSY 110 or ANTH 101 or ANTH 102. May be taken as BEHS 205, SOC 205, PSY 205, or ANTH 205; credit awarded for only one course.

This course introduces the methods, logic, and empirical and analytical strategies behavioral scientists use to study the social world. Students gain knowledge of and practical experience in the scientific method, evaluation of evidence, and the various components of the research design and development process. Key topics include qualitative and quantitative modes of inquiry, formulating a research question, constructing and operationalizing variables, developing and testing hypotheses, ethics of research, and developing a study design and methodology. (CSU/UC) AA/AS Area B or E, CSU Area D-9 or D-0, IGETC Area 4, C-ID: PSY 200

### 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, C-ID: PSY 170



**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, C-ID: PSY 150

**PSY 252: Seminar and Fieldwork Experience**

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

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

**PSY 252AB: Service Learning: Seminar & Fieldwork Experience**

3.0 Units. 1.5 lecture and 4.5 TBA hrs/wk. Prerequisite: PSY 110, 112 or 114, or SOC 110 or BEHS 118, or concurrent enrollment. May be taken as BEHS 252AB or PSY 252AB; credit awarded for only one course.

This course offers students the opportunity for placement in a local community service agency. 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. Students identify how their work in the community contributes to the overall society in an effort to create a more globally minded citizenry. New placements learn about the agency's services, and to begin to apply psychological and sociological principles, theories, and concepts, while ongoing placements refine and strengthen their application of those principles, theories, and concepts. In weekly topical seminars, based on trending/current events and student placements, students both process their placement experiences and apply theory to practice. (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. **All students should consult a counselor.**

REQUIREMENTS			UNITS
<b>Freshman Year</b>			
BUS	101	Introduction to Business	3
BUS	107	Business Law	3
REAL	115*	Real Estate Principles	3
REAL	116*	Real Estate Practice	3
REAL	117*	Legal Aspects of Real Estate	3
<b>Sophomore Year</b>			
BUS	112	Financial Accounting	4
REAL	210*	Real Estate Finance	3
REAL	212*	Real Estate Appraisal I	3
REAL	215*	Real Estate Economics	3
<b>TOTAL CERTIFICATE OF ACHIEVEMENT UNITS</b>			<b>18</b>
<b>TOTAL MAJOR UNITS</b>			<b>28</b>

\*Courses required for Certificate of Achievement only.

Upon successful completion of this degree or certificate, students will be able to:

- Perform the necessary tasks assigned to an entry-level employee within the broader real estate professions at both for profit companies or at non-profits that require real estate expertise in their employees.
- Articulate and comprehend a client's transactional goals in order to identify potential issues that might arise within the real estate marketplace as they seek to achieve those goals.



- Investigate, analyze, and discriminate between alternative solutions to these complex real estate problems in order to achieve the transactional goals of their clients.
- Evaluate and support the outcome of each transaction in order to meet the standards of best practices and ethical conduct as delineated in the Real Estate Law in the California State Business and Professions Code.

### Skills Certificates

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

REQUIREMENTS			UNITS
<b>Real Estate Appraisal Skills Certificate</b>			
REAL	115	Real Estate Principles	3
REAL	116	Real Estate Practice	3
REAL	212	Real Estate Appraisal I	3
<b>Real Estate Finance Skills Certificate</b>			
REAL	115	Real Estate Principles	3
REAL	116	Real Estate Practice	3
REAL	210	Real Estate Finance	3
<b>Real Estate Law Skills Certificate</b>			
REAL	115	Real Estate Principles	3
REAL	116	Real Estate Practice	3
REAL	117	Legal Aspects of Real Estate	3
<b>Real Estate Property Management Skills Certificate</b>			
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. The Department of Real Estate requires this course and Real Estate Practice (REAL 116), plus one other elective course to be taken prior to sitting for the Real Estate Salesperson's Exam. This course is also one of the eight courses required to sit for the Real Estate Broker's Exam. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)

### REAL 116: Real Estate Practice

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: REAL 115.

This course introduces students to the day-to-day practice in a real estate office. It includes understanding agency obligations inherent in real estate practice and provides practice in the basic skills 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. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)

### REAL 212: Real Estate Appraisal I

3.0 Units. 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. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)

### REAL 215: Real Estate Economics

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: REAL 115.

This course provides the means to interpret economic activities for the mutual benefit of property owners, investors, and real estate professionals. It includes relating business and real estate cycles to forecasting land use and capital growth patterns, the clash of land use controls, and the dynamics of community demographics and property investment alternatives. This course is one of the acceptable electives for obtaining a Real Estate Sales license and is also one of the eight courses required to sit for the Real Estate Broker's Exam. (CSU)

### REAL 217: Advanced Real Estate Appraisal II

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: REAL 212.

This course addresses the appraisal of income producing properties and the techniques and methodology used by appraisers to convert cash flows into indicators of value. This course is one of the acceptable electives for obtaining a Real Estate Broker's License. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)

**REAL 218: Property Management**

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: REAL 115.

This course identifies the tools and methods of managing income properties, emphasizing owner/tenant relations, evictions, contracts, cash flows, and employment regulations. It is one of the acceptable electives for obtaining a Real Estate Sales license and is also one of the eight courses required to sit for the Real Estate Broker's Exam. (CSU)

**REAL 219: Escrows**

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: 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. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)

**REAL 220: California Loan Brokering**

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: REAL 115.

This course introduces the student to the complex laws affecting the loan brokering business. It is designed for those already involved in a real estate career and for those considering a career in the real estate loan marketplace. It is also a valuable course for borrowers so that they can understand the loan process. This course is one of the acceptable electives for obtaining a Real Estate Sales license or a Real Estate Broker's License. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)

**SOCIAL SCIENCE**

The social science field is interdisciplinary and designed for students who wish to gain a broader understanding of the social sciences than is possible in a major offered by a single discipline. The aim of the social science major is to provide an opportunity for students who wish to build on the foundation of their general education and become familiar with more than one area of social science.

**Career Options**

Civil Service Worker, Community Organizer, Educator, Environmental Studies, Foreign Service Worker, Journalist, Management Trainer, Public Administrator, Researcher, Social Worker, Statistician, Teacher, Urban Planner

**Faculty**

Yolanda Bellisimo, Walter B. Turner  
Department Phone: 415-485-9630

**SOCIAL SCIENCE COURSE (SSC)****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 introduces students to the origins, current status, and future trends of major transnational issues confronting the global community. Topics may include population trends, economic development and inequality, basic human needs (for food, water, healthcare), human rights, international conflict and security concerns, and environmental problems. When possible, informed participants in world and national events will 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/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**

Marco Gonzalez, Susan Rahman  
Department Phone: 415-485-9630

## 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:**

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”
3. Obtain a minimum grade point average of 2.0.

REQUIREMENTS			UNITS
<b>Required Core (9 units)</b>			
SOC	110	Introduction to Sociology	3
<b>Select two (6 Units)</b>			
SOC	114	Global Social Issues	3
MATH	115	Probability and Statistics	4
<b>Or</b>			
STAT	115	Introduction to Statistics	4
SOC	205	Introduction to Research Methods	3
<b>List A. Select two (6 units)</b>			
<b>Any required core course not already used.</b>			
SOC	140	Family and Intimate Relationships	3
SOC	223	Gender and Society	3
SOC	130	Race and Ethnicity	3
SOC/PSY	230	Social Psychology	3
<b>List B. Select one (3 units)</b>			
<b>Any course not already used above, or</b>			
SOC	112	Modern Social Problems	3
<b>Total Major Units</b>			<b>18-19</b>
Maximum Units Double-Counted (IGETC/CSU-GE):			9 units/9 units
Required IGETC/CSU-GE Breadth:			37 units/39 units
Remaining CSU Transferable Electives (IGETC/CSU-GE):			13-14 units/11-12 units
<b>TOTAL DEGREE UNITS</b>			<b>60</b>

Upon successful completion of this degree, students will be able to:

- Apply scientific methods of sociological research and analysis to describe social customs and interactions within specific groups.

- Identify the major theoretical perspectives of sociology, including the conflict, functionalist, symbolic interactionist, and feminist theories.
- Demonstrate knowledge of the interrelationships of individuals, social groups, institutions, and society.
- Demonstrate awareness of the concept of social constructionism as it relates to major social stratification categories like class, race and gender.
- Formulate critical questions around issues facing our global society today.
- Use theories to explain evidence and evidence to develop theories in the social sciences.

## SOCIOLOGY COURSES (SOC)

### SOC 110: Introduction to Sociology

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

This course provides an introduction to the basic concepts, theoretical approaches, and methods used in sociology, and how they relate to and impact everyday life. Topics typically include the analysis of social structure, culture, social stratification (including class, race, ethnicity, age, sex, and gender), social change, global dynamics, group behavior, and socialization and the self. (CSU/UC) AA/AS Area B, CSU Area D-0, IGETC Area 4, C-ID: SOCI 110

### SOC 112: Modern Social 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 Issues

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 climate change. (CSU/UC) AA/AS Area B, CSU Area D-7, IGETC Area 4, C-ID: SOCI 115

### SOC 130: Race and Ethnicity

3.0 Units. 3 lecture hrs/wk. No prerequisite. May be taken as BEHS 130 or SOC 130; credit awarded for only one course.

This course offers an in-depth examination of race and ethnicity in the United States. Specifically, students gain a greater understanding of the concepts of race and ethnicity and the historic and present-day implications of prejudice, discrimination, and racism in our society. Students examine various theories of racial and ethnic stratification, immigration and the assimilation process, new and changing ethno-racial identities, and dominant-minority group interactions. (CSU/UC) AA/AS Area B, CSU Area D, IGETC Area 4, C-ID: SOCI 150

**SOC 140: 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 examines family as an institution and its role as a primary socializing agent across cultures and societies, emphasizing the various socio-cultural, political, and economic forces that have impacted, and continue to impact, this institution and the subsequent implications for different social groups throughout history and into the present. (CSU/UC) AA/AS Area B, CSU Area D-7 or E, IGETC Area 4, C-ID: SOCI 130

**SOC 205: Introduction to Research Methods**

3.0 Units. 3 lecture hrs/wk. Prerequisite: SOC 110 or PSY 110 or ANTH 101 or ANTH 102. May be taken as BEHS 205, SOC 205, PSY 205, or ANTH 205; credit awarded for only one course.

This course introduces the methods, logic, and empirical and analytical strategies behavioral scientists use to study the social world. Students gain knowledge of and practical experience in the scientific method, evaluation of evidence, and the various components of the research design and development process. Key topics include qualitative and quantitative modes of inquiry, formulating a research question, constructing and operationalizing variables, developing and testing hypotheses, ethics of research, and developing a study design and methodology. (CSU/UC) AA/AS Area B or E, CSU Area D-9 or D-0, IGETC Area 4, C-ID: SOCI 120

**SOC 223: Gender and Society**

3.0 Units. 3 lecture hrs/wk. No prerequisite. May be taken as BEHS 223 or SOC 223; credit awarded for only one course.

This course examines the ways in which social constructions of gender both influence and are influenced by the cultural organization of and individual expressions of sexuality. The course explores the intersections among sexuality, culture, gender, and the body, and examines a variety of sexualities and emphasizes the multifaceted nature of power, privilege, and oppression. (CSU) AA/AS Area B, CSU Area D, IGETC Area 4, C-ID: SOCI 140

**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, C-ID: PSY 170

**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: 415-485-9480

**Policy Statement Regarding Sequence of Enrollment in Spanish 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.-T. IN SPANISH****Associate in Arts in Spanish for Transfer degree (AA-T)**

The goal of the Associate in Arts in Spanish for Transfer Degree is to provide an efficient option for transfer to the California State University (CSU) from College of Marin in the Spanish major. As one of the primary missions of the community college is transfer, this degree offers students an option in a high-demand major. The intent is for students to satisfy the lower-division major preparation and general education requirements before transfer. To complete the Associate in Science in Spanish for Transfer degree, a student must:

1. Complete 60 semester units\* or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”
3. Obtain a minimum grade point average of 2.0.

REQUIREMENTS			UNITS
<b>Required Core (16 units):</b>			
SPAN	101	Elementary Spanish I	4
SPAN	102	Elementary Spanish II	4
SPAN	203	Intermediate Spanish III	4
SPAN	204	Intermediate Spanish IV	4
<b>Substitution Courses: if a student places out of any core course(s) and is not awarded units for that course, the student will need to take additional units to compensate for that course/units, to reach at least 18 total units in the major.</b>			
SPAN	120	Spanish for Health Care Professionals	3
SPAN	121	Spanish for Health Care Professionals II	3
SPAN	122	Spanish for Teachers	3
SPAN	207	Spanish for Advanced and/or Fluent Speakers I	4
SPAN	208	Spanish for Advanced and/or Fluent Speakers II	4
SPAN	225	Advanced Spanish I	3
SPAN	226	Advanced Spanish II	3
<b>List A. Select one (3 units):</b>			
HIST	214	History of Latin America	3
HIST	216	History of Mexico	3
SPAN	108A	Latin American and Hispanic Cultures Through Film	3
SPAN	128A	Spanish Conversation and Culture Through Film	3
SPAN	228C	Advanced Spanish Conversation and Culture Through Film	3
SPAN	230A	Culture and Civilization of Spain and South America	3
SPAN	230B	Culture and Civilization of Mexico and Central America	3
SPAN	230C	Culture and Civilization of Spain	3
<b>Total Major Units</b>			<b>18-19</b>
Maximum Units Double-Counted (IGETC/CSU-GE):			6-9 units/6-9 units
Required IGETC/CSU-GE Breadth:			37 units/39 units
Remaining CSU Transferable Electives (IGETC/CSU-GE):			9-13 units/8-12 units
<b>TOTAL DEGREE UNITS</b>			<b>60</b>

Upon successful completion of this degree, students will be able to:

- Demonstrate mastery of advanced grammatical rules of the Spanish language, including the present tense of regular and irregular verbs, near-future tense, simple past, preterit, imperfect, pluperfect, future, and conditional tenses, the past and present subjunctive, commands, and the present and past perfect tenses.
- Communicate complex thoughts in Spanish by using basic and complex vocabulary about topics such as personal life, food, preferences, future plans and past events, professions, job interviews, banking and postal needs, personal fitness, and the environment.
- Understand spoken Spanish, and verbally discuss and articulate thoughts aloud in Spanish with proficiency.
- Read and analyze level-appropriate texts in Spanish.

## 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. Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the associate degree. **All students should consult a counselor.**

REQUIREMENTS			UNITS
<b>Select a minimum of 18 units:</b>			
SPAN	101	Elementary Spanish I	4
SPAN	102	Elementary Spanish II	4
SPAN	108A	Latin American and Hispanic Cultures Through Film	3

SPAN	120	Spanish for Health Care Professionals I	3
SPAN	121	Spanish for Health Care Professionals II	3
SPAN	128A	Spanish Conversation and Culture Through Film	3
SPAN	150A	Conversational Spanish I	4
SPAN	150B	Conversational Spanish II	4
SPAN	203	Intermediate Spanish III	4
SPAN	204	Intermediate Spanish IV	4
SPAN	207	Spanish for Advanced and/or Fluent Speakers I	4
SPAN	208	Spanish for Advanced and/or Fluent Speakers II	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	230B	Culture and Civilization of Mexico and Central America	3
SPAN	230C	Culture and Civilization of Spain	3
SPAN	249ABC	Independent Study	1 to 3

### TOTAL MAJOR UNITS

### MINIMUM OF 18

Upon successful completion of this degree, students will be able to:

- Demonstrate listening and reading comprehension as well as literary analysis of high intermediate Spanish (includes vocabulary related to a wide range of topics as well as grammar such as the present subjunctive, past subjunctive, and "if" clauses).
- Communicate in high intermediate Spanish verbally and in writing.
- Articulate specific knowledge about the geographies, cultures, and regional variations of the Spanish-speaking world.

### Skills Certificate in Spanish

Skills Certificates are an acknowledgement that the student has attained a specified set of competencies within a program. Skills Certificates require less than 18 units and are shorter in duration than the Certificate of Achievement.

The Spanish Skills Certificate provides a way for students to verify that they have reached a level of proficiency in the Spanish language.

REQUIREMENTS			UNITS
SPAN	101	Elementary Spanish I	4
SPAN	102	Elementary Spanish II	4
SPAN	203	Intermediate Spanish III	4
<b>TOTAL CERTIFICATE UNITS</b>			<b>12</b>

## SPANISH COURSES (SPAN)

### SPAN 101: Elementary Spanish I

4.0 Units. 4 lecture 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. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 6: UC Language other than English, C-ID: SPAN 100

### SPAN 102: Elementary Spanish II

4.0 Units. 4 lecture 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. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English, C-ID: SPAN 110

### **SPAN 108A: Latin American and Hispanic Cultures Through Film**

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

This course introduces students to various sociocultural aspects of Latin American and Hispanic societies through film. Topics may include indigenous/Mesoamerican cultures, Afro-Hispanic cultures, immigration, industrialization, political oppression, cultural repression, social protest, sociopolitical change, racism, sexism, classism, colonialism, family, gender, religion, environment, art, music, and dance. Although knowledge of Spanish is helpful, it is not required. Films in Spanish are presented with English subtitles. (CSU/UC) AA/AS Area C; IGETC Area 3B

### **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 128A: Spanish Conversation and Culture Through Film**

3.0 Units. 3 lecture hrs/wk. Prerequisite: SPAN 102.

Through film, this course introduces important socio-cultural topics relevant in the Spanish-speaking world (including immigration, political oppression, social resistance, gender, race, music, and dance), providing opportunities for students to develop their speaking skills. Students view a variety of classic and contemporary Spanish films and participate in Spanish conversational activities designed to enable them to apply and expand on grammar concepts and vocabulary covered in Spanish 101 and 102. In addition, students complete final papers and oral presentations in Spanish on a cultural topic of their choice. Films may vary by semester. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6; UC Language Other Than English

### **SPAN 150A: Conversational Spanish**

3.0 Units. 3 lecture hrs/wk. Prerequisite: SPAN 102.

Students develop conversational skills, improve comprehension of spoken Spanish, and increase oral fluency. In-class discussions and presentations enable students to acquire new vocabulary and practice grammar structures in context as well as deepen appreciation of the Spanish-speaking world. Discussion topics include current events, history, geography, work, health, arts and crafts, traditions and celebrations. Students review and practice structures such as direct and indirect object pronouns, a variety of verb tenses (present, near future, preterite, imperfect), and subjunctive mode. (CSU/UC) CSU Area C-2

### **SPAN 150B: Conversational Spanish**

3.0 Units. 3 lecture hrs/wk. Prerequisite: SPAN 102.

Students continue to develop conversational skills, improve comprehension of spoken Spanish, and increase oral fluency. In-class discussions and presentations enable students to acquire new vocabulary and practice grammar structures in context as well as deepen appreciation of the Spanish-speaking world. Discussion topics include current events, history, geography, travel, business, recreation, arts, and cultural heritage. Students review and practice structures such as double object pronouns, a variety of verb tenses (present, near future, preterite, imperfect), and subjunctive mode. (CSU/UC) CSU Area C-2

### **SPAN 203: Intermediate Spanish III**

4.0 Units. 4 lecture hrs/wk. Prerequisite: Spanish 102.

This course offers students practice in speaking, listening, reading, and writing Spanish at the intermediate level as well as opportunities to explore cultural aspects of the Spanish-speaking world. In addition to refining grammatical concepts introduced in Spanish 101 and 102, students learn more challenging grammatical structures such as the subjunctive in noun clauses, adjective clauses, and adverbial clauses. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6; UC Language other than English, C-ID: SPAN 200

### **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, C-ID: SPAN 210

### **SPAN 207: Spanish for Advanced/Fluent Speakers I**

4.0 Units. 4 lecture hrs/wk. Prerequisite: Spanish 203 or oral fluency in Spanish.

This is the first of a two-course sequence designed to meet the needs of advanced and fluent students, who may have varying degrees of formal instruction in Spanish, as well as other linguistically qualified students. Building upon students' existing language skills, the course includes an intensive review of the grammar and orthography (spelling) rules of Spanish, emphasizing the indicative verb tenses. Through readings, film, music, and other cultural activities, topics of the Spanish-speaking world are introduced, giving students opportunities to expand upon their own experiences and values, enhancing their knowledge and appreciation of Hispanic cultures and heritage. (CSU)

### **SPAN 208: Spanish for Advanced/Fluent Speakers II**

4.0 Units. 4 lecture hrs/wk. Prerequisite: Spanish 204 or oral fluency in Spanish.

This is the second of a two-course sequence designed to meet the needs of advanced and fluent students, who may have varying degrees of formal instruction in Spanish, as well as other linguistically qualified students. Building upon students' existing language skills, the course includes an intensive review of the grammar and orthography (spelling) rules of Spanish, emphasizing the subjunctive verb tenses. Through readings, film, music, and other cultural activities, topics of the Spanish-speaking world are introduced, giving students opportunities to expand upon their own experiences



and values, enhancing their knowledge and appreciation of Hispanic cultures and heritage. (CSU)

### **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, IGETC Area 3B and 6: UC Language other than English

### **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 and 6: UC Language other than English

### **SPAN 230A: Culture and Civilization of Spain and South America**

3.0 Units. 3 lecture hrs/wk. Prerequisite: SPAN 102.

Study of language, heritage, culture, traditions, film, music, art, literature, historic and current events of Spain and South American countries. The course is conducted entirely in Spanish; students are expected to have knowledge of verb tenses and other grammatical structures. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

### **SPAN 230B: Culture and Civilization of Mexico and Central America**

3.0 Units. 3 lecture hrs/wk. Prerequisite: SPAN 102.

Study of the language, heritage, culture, traditions, film, music, art, literature, historic and current events of Mexico and Central American countries. The course is conducted entirely in Spanish; students are expected to have knowledge of verb tenses and other grammatical structures. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

### **SPAN 230C: Culture and Civilization of Spain**

3.0 Units. 3 lecture hrs/wk. Prerequisite: SPAN 102.

Study of the language, heritage, culture, traditions, music, art, literature, historic and current events of Spain. The course is conducted entirely in Spanish; students are expected to have knowledge of verb tenses and other grammatical structures. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

## **SPEECH**

Please note: College of Marin's Speech courses are in the process of conversion to the Communication heading. Please see Communication for the updated curriculum of Speech courses.

### **Faculty**

Colleen Mihal, Patricia O'Keefe, Bonnie Borenstein

Department Phone: 415-485-9348

## **SPEECH COURSES (SPCH)**

### **SPCH 110: Introduction to Speech Communication**

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

An introductory course in the art of public speaking with an emphasis on building self-confidence through frequent performance experiences. Students provide quality written and oral feedback of peer performances based on the five canons of rhetoric. (CSU/UC) AA/AS Area E, CSU Area A-1, IGETC Area 1C

### **SPCH 120: Interpersonal Communication**

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

This course introduces the theories, processes and principles of interpersonal communication, and builds self-confidence through oral communication performance experience. Through research and in-class oral presentations, students examine how human characteristics and the communicative environment affect the way people communicate. Students demonstrate and apply skills through presentations and written reflections. (CSU/UC) AA/AS Area E, CSU Area A-1, IGETC Area 1C

### **SPCH 122: Public Speaking**

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

A survey course designed to introduce students to three specific areas of public speaking: informative speaking, persuasive speaking, and entertainment speaking. Emphasis is on analyzing the audience, adapting ideas and evidence in support of a thesis, developing language suitable to the occasion, and practicing delivery to effectively convey the message. The course develops critical listening skills through performance and evaluation. (CSU/UC) AA/AS Area E, CSU Area A-1, IGETC Area 1C, C-ID: COMM 110

### **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 how their own cultural beliefs and values influence their perception in order to achieve more positive outcomes when communicating with individuals from diverse backgrounds and identities. It draws from multiple perspectives, through lectures, discussions, reading, independent research, films, presentations, and written and oral assignments. (CSU/UC) AA/AS Areas B or E, & G, CSU Area D-7, IGETC 4G, C-ID: COMM 150



**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, C-ID: COMM 140

**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, C-ID: COMM 120

**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, C-ID: COMM 170, C-ID: COMM 170

**SPCH 155: On-Camera Performance and Reporting for Electronic Media**

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as SPCH 155 or COMM 155; credit awarded for only one course.

This course prepares students to communicate more effectively through the electronic media. Students explore how to articulate messages, vary pitch and volume to the text and context, pronounce words according to accepted standards, express thoughts and feelings with confidence, understand and interpret the meaning of a message, and communicate ideas from a variety of prompts. (CSU)

## STATISTICS

Department Phone: 415-485-9630

Faculty  
Maula Allen

**STATISTICS COURSES (STAT)****STAT 105: Statway I**

5.0 Units. 5 lecture hrs/wk. Prerequisite: Math 95 or 95Y or sufficient score on Math Assessment Test.

This first semester of a two-semester course sequence introduces concepts of probability and statistics with requisite arithmetic and algebraic topics integrated throughout. It is structured to serve

students in humanities and social and behavioral sciences. Statistics topics emphasize data analysis, and include methods for collecting qualitative and quantitative data sets, graphical and numerical descriptive statistics, correlation, and simple linear regression. Algebra topics include proportional relationships (including variation), with applications, expressions, linear equations and systems with applications, functions, quadratic and exponential equations, linear and nonlinear functions and their graphs, and linear and exponential/logarithmic models. Emphasizes study skills, resource acquisition, and maintaining a positive perspective towards learning. Not appropriate for majors in science, technology, engineering, or mathematics (STEM) and other majors where calculus is required.

**STAT 106: Statway II**

4.0 Units. 4 lecture hrs/wk. Prerequisite: STAT 105.

This is the second semester of a two-semester course sequence that introduces concepts of probability and statistics with requisite arithmetic and algebraic topics integrated throughout. It is structured to serve students planning to transfer and continue studies in humanities and social and behavioral sciences. Statistics topics emphasize data analysis and include basic concepts of probability; confidence intervals; hypothesis tests for means, proportions, and variance; chi-squared tests; and ANOVA. Algebra topics include proportional relationships, expressions, linear equations and systems with applications, functions, quadratic and exponential equations, and linear and exponential/logarithmic models. Emphasizes study skills, resource acquisition, and maintaining a positive perspective towards learning. Not appropriate for majors in science, technology, engineering, or mathematics (STEM). Both courses in the sequence (STAT 105 and 106) must be completed with a grade of "C" or better to receive credit for four units of transfer-level statistics. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2A, C-ID: MATH 110

**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 introduces statistics for students in business, social sciences, psychology, life science, health sciences and education 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, business, life science, health sciences and education disciplines. Students are instructed in the use of computer spreadsheet software to solve statistical and data analysis problems. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2, C-ID: MATH 110/SOCI 125

## STUDY SKILLS

Department Phone: 415-485-9345

**STUDY SKILLS COURSE (STSK)****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)

## 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 297ABCD: Work Experience Seminar

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

This seminar covers career-related topics including (for 297A) motivation, communication, working with people, and time management; and (for 297B) quantitative tools, problem solving and asking and answering the right questions. When taken with WE 298ABCD or WE 299 ABC, there is coordination between the seminar and the worksite experience. This seminar may be taken alone. Students enrolled in WE298ABCD or 299ABC must take a section of WE 297 concurrently. (CSU)

### WE 298ABCD: Occupational Work Experience

1-4 Units. 5-20 hrs/wk. Repeat: 3. Corequisite: WE 297A, B, C, or D. No prerequisite. A minimum of five hours of employment per week per unit.

In this 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 occupational goal. Faculty, employers, and students work together to create a meaningful work-based educational experience by developing and achieving specific learning objectives related to their jobs. (CSU)

### WE 299ABC: General Work Experience

1-3 Units. 5-15 hrs/wk. Repeat: 3. Corequisite: WE 297A, B, C, or D. No prerequisite. A minimum of five hours of employment per week per unit.

A course in which work sites serve as "off-campus classrooms," extending classroom-based learning to a work site in a field unrelated to the student's occupational goal. Faculty, employers and students work together to create a meaningful work-based educational experience by developing and achieving specific learning objectives related to their jobs. (CSU)

## NONCREDIT COURSES

College of Marin offers free noncredit courses in the following areas:

- Counseling 101NC (see Counseling listings)
- English as a Second Language Noncredit (ESLN; see ESL category for ESLN course listings)
- ELND 191NC (see Environmental Landscaping listings)
- Hospitality - Vocational (VOCH; see Hospitality listings)
- Math 085F (see Mathematics listings)
- Nursing Education Vocational (see Nursing Education listings)
- Physical Education (Adapted PE; see PE listings)
- Vocational (See below).

## VOCATIONAL (VOCN)

### VOCN 6000: Activity Coordinator State Certification Training

0.0 Unit.

A state-required training course for students interested in working as an "Activity Coordinator" in long term care settings. Topics include psycho-social issues, state and federal regulations, leadership and group dynamics, calendar and program development, medical disorders, dementia, quality of life issues and much more.

# Faculty, Management, Staff, and Maps

7

## FACULTY AND MANAGEMENT

For a complete listing of phone numbers and email addresses, check the online employee directory at [www.marin.edu](http://www.marin.edu) under "Staff and Faculty."

### GEORGE ADAMS

Physical Education  
B.A., M.A., St. Mary's College

### JOHN ADAMS

Police Lieutenant

### FERNANDO AGUDELO-SILVA

Environmental Landscaping/Biology  
B.S., Caldas University, Colombia  
Ph.D., University of California, Berkeley

### MARSHALL ALAMEIDA

Dean of Health Sciences  
Ph.D., University of California, San Francisco

### MAULA ALLEN

Statistics, Mathematics  
B.S., M.S., California State University, Hayward

### SHAILA ARBONA

Counseling  
B.A., M.A., San Francisco State University

### EMY BAGTAS-CARMONA

Associate Director of Enrollment Services  
M.A., California State University, Chico

### REBECCA BEAL

English as a Second Language  
B.A., Humboldt State University  
M.A., Eastern Michigan University

### YOLANDA BELLISIMO

History, Social Science  
B.A., M.A., San Francisco State University

### STEVE BERRINGER

Kinesiology  
A.A., College of Marin  
B.A., University of San Francisco

### MAUREEN BIGGART

Site Supervisor, Child Development  
A.A., Northern Essex Community College  
B.A., Sonoma State University

### TREVOR BJORKLUND

Music  
B.Mus., San Francisco State University  
Ph.D., University of Buffalo, SUNY

### BARBARA BONANDER

College Skills  
B.A., Windham College  
M.A., San Francisco State University

### BONNIE BORENSTEIN

Communication  
B.S., Temple University  
M.A., New School for Social Research  
Ph.D., New York University

### NORA BOWEN

Child Development Program  
B.A., Sonoma State University

### SANDY BOYD

Work Experience Education  
A.S., City College of San Francisco  
B.A., California State University, Sacramento  
M.A., Sonoma State University  
Ed.D., University of San Francisco

### LUZ BRICENO-MORENO

Counseling  
B.A., M.A., Sonoma State University

### BECKY BROWN

Biology  
B.S., University of California, Davis  
M.S., California State University, Long Beach

### RYAN BYRNE

Director of Student Services - Kinesiology and Athletics  
A.A., Santa Rosa Junior College  
B.A., University of California, Davis  
M.A., University of California, Berkeley

### JOHNNY CAMPBELL

Manager, Organic Farm and Garden  
Career and Technical Education  
B.A., University of California, Berkeley

### CORINNA DY-LIACCO CALICA

Director of Child Development and Early Childhood Education Programs  
B.A., University of California, Berkeley  
M.A., Pacific Oaks College  
Ed.D., University of California, Davis

### PAUL CHENEY

Social Sciences  
B.A., University of Kent, Canterbury UK  
M.A., San Francisco State University

### MIA CHIA

Computer Science  
B.S., Southwestern University  
M.S., George Washington University

### KLAUS CHRISTIANSEN

Director, Facilities Planning & Maintenance Operations

### TINA CHRISTENSEN

Biology  
B.S., San Francisco State University  
M.S., San Francisco State University

### WILLIAM COLEY

Counseling  
M.S., Utah State University  
M.A., Dominican University of California  
B.A., University of California, Santa Cruz

### DAVID WAIN COON

Superintendent/President  
B.A., Central Washington University  
M.A., Western Washington University  
Ed.D., Seattle University

### WINDEE COTTLE

English  
B.A., M.A., San Francisco State University

### MARIA COULSON

Mathematics  
B.A., Loyola Marymount University  
M.M., California State University, Northridge  
M.Ed., Harvard University

### YASHICA CRAWFORD

Behavioral Sciences  
B.A., Howard University  
M.A.E., University of Florida, Gainesville  
Ph.D., University of Florida, Gainesville

### FRANK CROSBY

Communications (Film)  
B.A., M.A., San Francisco State University  
M.F.A., California College of Arts and Crafts

### GINA CULLEN

Counselor  
B.A., University of California, Santa Barbara  
M.S., San Francisco State University

### PAUL DA SILVA

Biology  
B.A., M.S., Ph.D., University of California, Berkeley

### PAUL DAUBENMIRE

Mathematics  
B.S., University of Akron  
M.S., Georgia Institute of Technology  
Ph.D., University of California, Berkeley

### MARY DELGADO

Child Development Program  
A.S., College of Marin

### MARGARET DODGE

Early Childhood Education  
B.A., Washington University  
M.A., Sonoma State University

### ERIK DUNMIRE

Engineering, Chemistry  
B.S., University of Florida, Gainesville  
M.S., Ph.D., University of California, Davis

### JASON DUNN

Art, Sculpture  
B.A., San Francisco State University  
M.A., San Francisco State University

### RINETTA EARLY

EOPS Counselor  
B.S., M.A., California Polytechnic State University

### SHAQUAM K. EDWARDS

Early Childhood Education  
B.A., California State University, Hayward  
M.A., Mills College

### DAVID EGERT

Biology  
B.S., San Francisco State University  
Ph.D., University of California, San Francisco  
Ph.D., University of California, Berkeley

**PATRICK EKOUE TOTOU**

Chief Information Officer/Director of Information Technology  
B.B.A., M.B.A., Baker College  
Ph.D., Northcentral University

**JONATHAN ELDRIDGE**

Senior Vice President, Student Services and Student Learning  
B.A., Central Washington University  
M.S., Colorado State University

**JOHN ERDMANN**

Librarian  
B.A. (2), M.L.I.S., University of Washington

**CAITLIN ESCOBAR**

Counselor  
A.A., Skyline College  
B.A., San Jose State University  
M.S., San Francisco State University

**DAVID EVERITT**

Physics  
B.S., Ph.D., University of California, Davis  
M.S., University of California, Los Angeles

**NICK FARA**

Automotive Technology  
B.A., M.A., California State University, Los Angeles

**ISIDRO FARIAS**

Director, Capital Projects, College Operations  
B.A., California Polytechnic State University, San Luis Obispo, CA  
M.A., University of California, Berkeley

**LUNA FINLAYSON**

Counseling, Student Accessibility Services  
B.A., San Francisco State University  
M.S., San Francisco State University

**PATRICIA FRANCE**

College Skills  
B.A., Saint Mary's College of California  
M.F.A., University of Southern Maine

**LINDA FRANK**

Executive Director of Development  
B.A., City College of New York-CUNY  
M.A., Ph.D., Purdue University

**SARAH FRYE**

Librarian  
B.A., Hanover College  
M.L.I.S., Indiana University  
M.A., University of Kentucky

**BRUCE FURUYA**

Counseling  
B.A., University of California, Berkeley  
M.A., Azusa Pacific College  
M.S., California Lutheran College

**GEORGE GOLITZIN**

Mathematics  
B.A., Harvard University  
Ph.D., Yale University

**JAMES GONZALEZ**

Multimedia  
B.A., Humboldt State University  
M.S., University of California, Los Angeles

**MARCO GONZALEZ**

Sociology  
B.A., University of California, Berkeley  
M.A., Harvard University

**HONOR GRUENERT**

Child Development Program  
B.A., New England College  
M.A., University of Colorado, Denver

**ELIZABETH HAMPSON**

Program Administrator, Community Education, Lifelong Learning and International Education  
M.A., Azusa Pacific University  
B.A., University of California, Davis

**NEKODA HARRIS**

Assistant Director of Human Resources  
Title IX/EEO/ADA Compliance Officer  
B.A., California State University, East Bay  
M.B.A., Liberty University

**CAROL HERNANDEZ**

Dean of Math and Sciences  
B.S., University of Idaho  
M.A., Ed.D., Mills College

**TONYA HERSCH**

Dean of Educational Success Programs  
B.A., Pitzer College  
M.A., Mills College

**CAROL HILDEBRAND**

Director of Community Education, Lifelong Learning and International Education  
B.A., University of Michigan  
M.Ed., Harvard University

**JOHN HINDS**

Computer Information Systems  
A.A., City College of San Francisco  
M.A., San Francisco State University

**JON HORINEK**

Dean of Enrollment Services  
B.A., Cameron University  
M.Ed. University of Oklahoma  
Ph.D., Oklahoma State University

**KATHERYN HORTON**

Director of Workforce Programs  
M.A., Sonoma State University  
B.A., University of California, San Diego

**PATRICIA HULIN**

Fine Arts  
B.A., University of Southwestern Louisiana  
M.A., University of Texas at Austin

**MARGARET ISOZAKI**

Director of Fiscal Services  
A.A., San Joaquin Delta Community College  
B.A., University of California, Berkeley

**CAROL JOHNSON**

Health Sciences  
B.S., University of California, San Francisco

**DAVID JONES**

Dance  
B.S., University of Oregon  
M.A., Mills College

**INGRID KELLY**

English  
B.A., University of California, Davis  
M.A., San Francisco State University

**PATRICK KELLY**

Chemistry  
B.S., Humboldt State University  
Ph.D., University of California, Davis

**DAVID KING**

English  
B.A., University of California, Santa Cruz  
M.A., San Francisco State University

**RACHEL KLEIN**

Counselor  
B.A., University of California, Davis  
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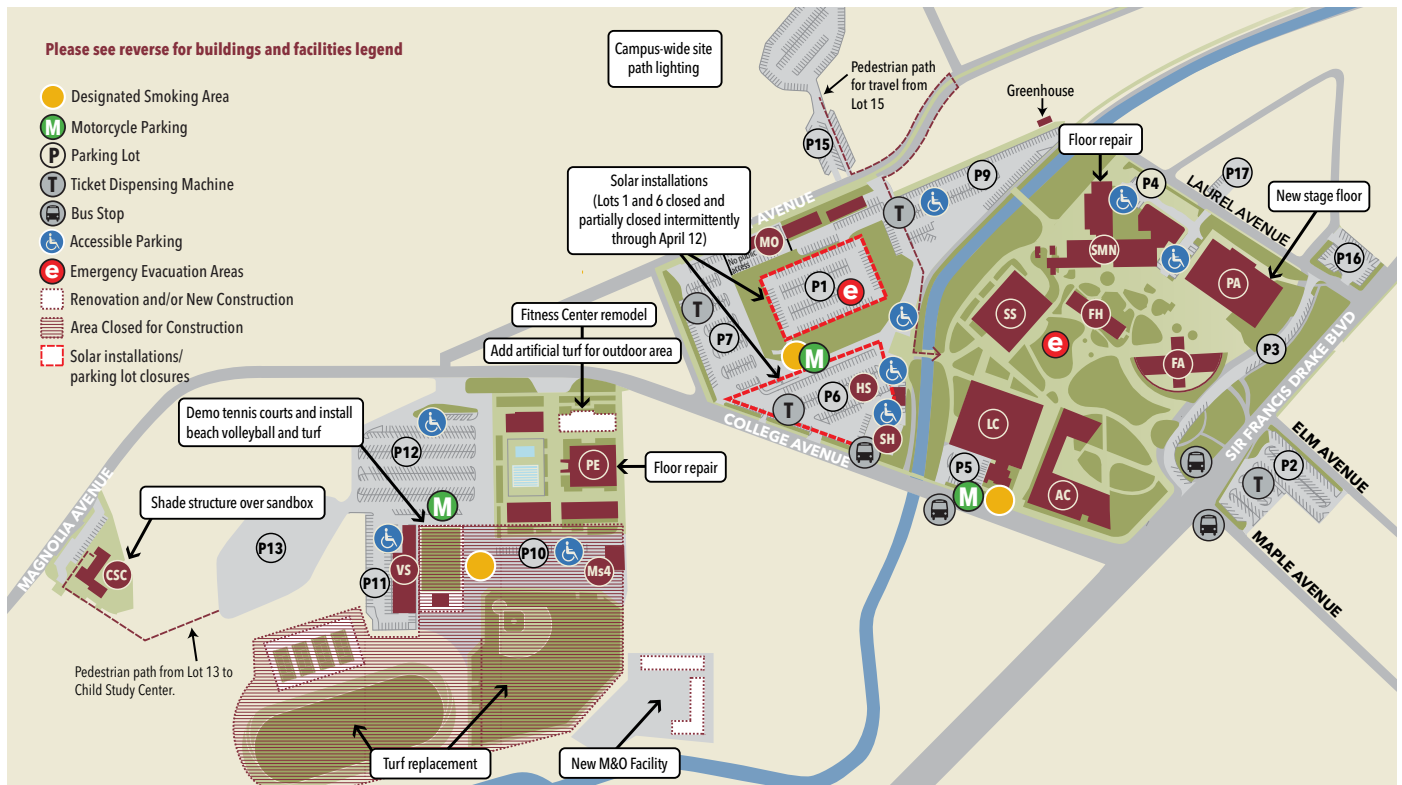
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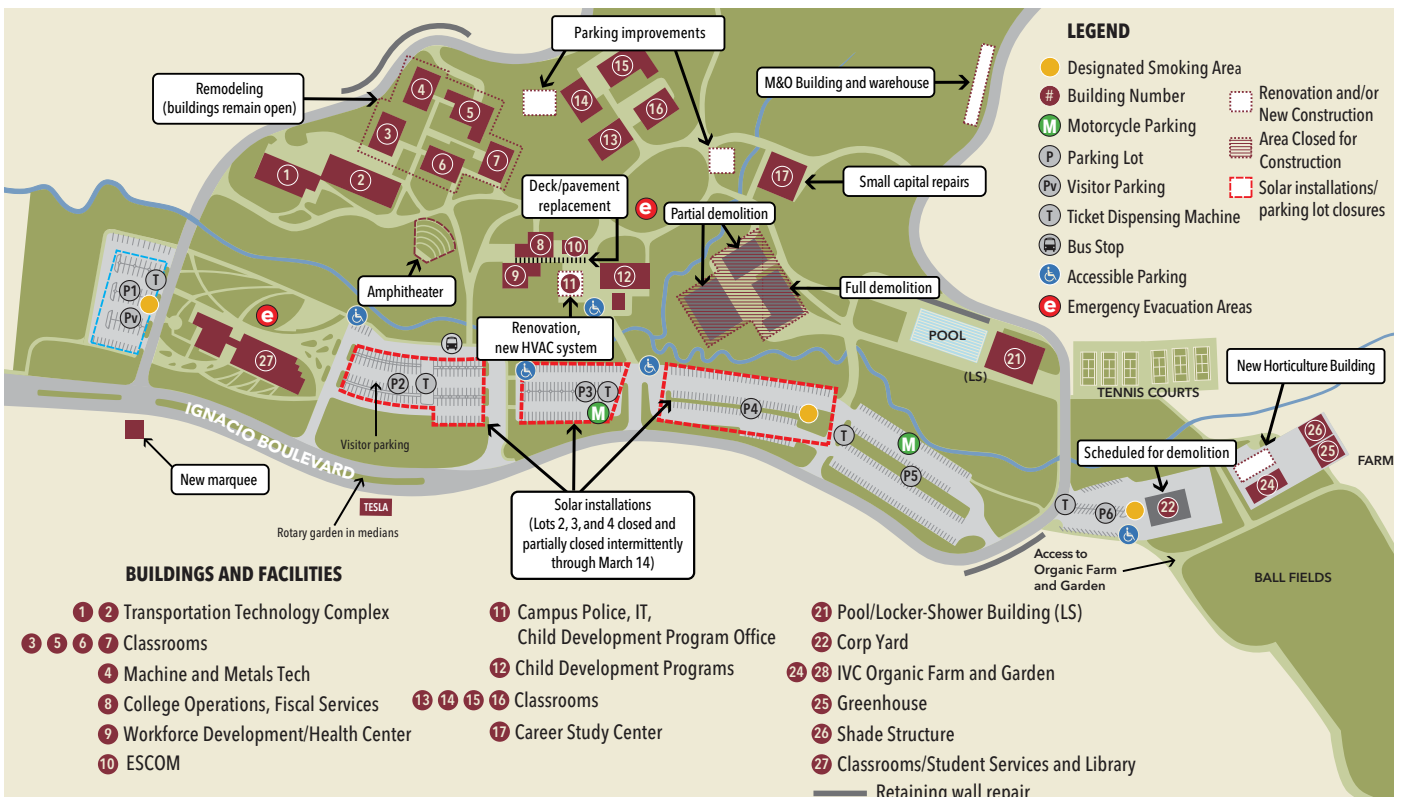
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## KENTFIELD CAMPUS MAP



## INDIAN VALLEY CAMPUS MAP



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# INDEX

## A

- Academic
  - Information 26
  - Programs 12
  - Renewal 30
- Academic Records
  - Access to 37
  - Challenge of 37
  - Student Rights 37
- Accreditation 11
- Adding Classes 20
- Administration of Justice 75
  - Advanced Placement 35
  - Courses 77
  - Program 74
- Administrators, College 11
- Admissions
  - International Student 16
  - Policy 16
- Advanced Placement
  - Chart 34
  - Test 68
- Advisories 19, 74
- Alcohol-Free Policy 47
- American Sign Language 76
  - Courses 76
  - Program 77
- Analytical Thinking 57
- Anthropology
  - Courses 77
  - Program 77
- Architecture
  - Courses 80
  - Program 79
- Art
  - Program 80
- ASL (American Sign Language) 76
- Assaults on Campus 48
- ASSIST (Articulation Website) 64
- Associate in Science (A.S.) 58
- Astronomy 89
- Attendance 26
- Automotive Collision Repair Technology 89
- Automotive Technology 93
  - Advanced Placement 35

## B

- Basic Skills 61
  - Classes 30
- Behavioral Science 59, 98
- Biology 99
- Bookstore 40
- Business 104
- Business and Information Systems
  - Labs 41
- Buy-back Policy, Bookstore 40

## C

- Calendar
  - Community Education Program 10, 40
- California State University (CSU)
  - General Education 65
  - IGETC 68
  - Lower Division Transfer Admission 64
  - Required Placement Tests 65
  - Transcripts 65
  - Transferable Marin Courses 67
  - Upper Division Transfer Eligibility 65
- Catalog Rights 52
- Certificate of Achievement 61
  - Awarding 52
- Challenge of Records 37
- Changes 26
- Chemistry 108
- Children's Centers 40
- Chinese 109
- Classes with Time Conflicts 21
- Class Schedule 12
- CLEP 35
- College
  - Honor Societies 40
- College of Marin
  - Accreditation 11
  - History 10
- College Skills 110
- Communication 110
- Communication Studies 59
- Community Education 12
  - Program Calendar 9
- Computer Centers 40
- Computer Information Systems 114
- Computer Science 117
- Conduct 46
- Consecutive Semesters 27
- Corequisites 19, 74
- Counseling 43, 118
- Course
  - Numbering System 74
- Court Reporting 120

## D

- Degree
  - Awarding 52
  - Programs 52
- Dental Assisting: Registered 128
- Directory Information 37
- Disabled Students
  - Program 43
- Discriminación positiva 14
- Dismissal 27
- Drama/Theatre Arts 132
- Dropping Classes 20
- Drug-Free Policy 47

## E

- Early Childhood Education 136
- Economics 141
- Education 142
- Electronics Technology 143
- Eligibility for Financial Aid 23
- Engineering 144
- English 145
- English as a Second Language
  - Credit 13
  - Intensive English Program 13
  - Noncredit 13
- English as a Second Language (ESL) 150
- Environmental Landscaping 157
- Environmental Science 160
- Equivalent Course Work 74
- Ethnic Studies 161

## F

- Faculty and Management 234
- Fees
  - Type and Amount 21
- Film/Video 163
- Final Grade 27
- Financial Aid 23
  - Determination of Need 23
  - Eligibility 23
- Fire Technology 164
- Forged/Altered Transcripts 36
- Forged Signatures 37
- French 165

## G

General Education 54  
    Philosophy 54  
Geography 167  
Grade  
    Changes 30  
    Incomplete 27  
    In Progress 27  
    Point Average 27  
    Points 26  
    Symbols 26  
Grading 26  
    Systems 74  
Graduation  
    Requirements 52  
Guaranteed Admission Transfer Contracts 68

## H

High School  
    Articulation 35  
    Credit 26  
History of the College 10  
Honor List 31  
How to Use This Catalog 10, 40

## I

IGETC 68  
    Certification 68  
In Progress Grades 27  
Intensive English Program 13  
Interdisciplinary Degree Programs 58  
Intersegmental General Education Transfer Curriculum (IGETC) 68

## J

Japanese 180  
Journalism 180

## K

Kinesiology 181

## L

Library 186

## M

Machine and Metals Technology 186  
Mathematics 187  
Matrícula abierta para todos 14  
Medical Assisting 191  
Midterm Grade 27  
Military  
    Credit 33  
    Units 36  
    Withdrawal 23  
Multimedia Studies 194  
    Labs 41  
Music 199

## N

Natural Science 59  
Noncredit Courses 232  
Nonrepeatable Courses 28  
Números de Teléfono Importantes 14  
Nursing Education  
    Substitution of Prerequisites 20

## O

Oportunidades Educativas 14

## P

Parking 42  
Pass (P)/No Pass (NP) 27  
Performing Arts 45  
Philosophy 215  
Physical Education 216  
Physical Sciences 60  
Physics 217  
Placement Tests 65  
Political Science 218  
Prerequisite Challenges 74  
Prerequisites 19, 74  
Probation 27  
Psychology 221  
Pueden producirse cambios sin previo aviso 14

## R

Records 36  
    Access 37  
    Review and Challenge 37  
    Student Rights 37  
    Types and Locations 37  
Registered Nursing 18  
Registration  
    Fees 21  
    Priority 18  
    Where to Register 19  
Repeatable Courses 29, 30  
Report Delayed Grade 27

## Residency

Adjustments 17  
Appeals 18  
Requirements 17

## S

Scholarships 26  
School Relations 43  
Science Center Computer Labs 40  
Sexual Assault 48  
Skills Certificates 61  
Social Science 59, 225  
Sociology 225  
Spanish 227  
Speech 230  
Standards  
    For Dismissal 32  
Statistics 231  
Student  
    Affairs 45  
    Conduct 46  
    Identification Number 17  
    Puente Program 43  
    Testing 40  
    Units and Hours 74  
Study Skills 231

## T

Transfer  
    Admission Requirements 64  
Tutoring and Learning Center 44

## U

United States History Requirement 65, 70  
Unit Load 21  
Units 26, 74  
University of California (UC)  
    Guaranteed Admission Transfer Contracts 68  
    IGETC 68  
    Lower Division Transfer 68  
    Transfer Eligibility Requirements 67

## V

Veterans  
    Dependents 23  
    Educational Benefits 26

## W

Withdrawal 27  
Work Experience Education 232





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