

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 method-

ologies 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 America. 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 America.
- Evaluate misconceptions and stereotypes about cultural groups in America and recognize the influence of their own cultural group.

H. PHYSICAL ACTIVITY

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

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

- 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.

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*
 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/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 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 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
 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/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 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 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
 CIS 215 - Visual BASIC Programming
 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++
 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/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
 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 ACTIVITY

One unit minimum; select one course.

This requirement may be satisfied by any degree-applicable activity course in kinesiology or dance.

Note: When courses are cross-listed in more than one discipline, credit is awarded for only one course. For example, a student may receive credit for either 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.

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, 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
Required Core Courses (6 units):			
AJ	110	Introduction to Administration of Justice	3
AJ	111	Criminal Law	3
List A - select two courses (6 units):			
AJ	113	Criminal Procedures	3
AJ	116	Juvenile Law and Procedure	3
AJ	212	Introduction to Evidence	3

AJ	215	Introduction to Investigation	3
List B - select two courses (6-7 units):			
Any course from List A not already used			
SOC	110	Introduction to Sociology	3
STAT	115	Introduction to Statistics	4
Or			
MATH	115	Probability and Statistics	4
PSY	110	Introduction to Psychology	3
PHIL	112	Introduction to Logic	3
Total Major Units			18-19
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

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

ADMINISTRATION OF JUSTICE COURSES (AJ)

AJ 110: Introduction to Administration of Justice

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

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

AJ 111: Criminal Law

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

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

AJ 113: Criminal Procedures

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

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

AJ 116: Juvenile Law and Procedure

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

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

AJ 118: Community and Human Relations

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

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

AJ 204: Crime and Delinquency

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

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)

AJ 215: Introduction to Investigation

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

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

AJ 220: Vice, Narcotics, and Organized Crime

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

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

AMERICAN SIGN LANGUAGE

American Sign Language (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 identifies basic anthropological approaches toward the examination and study of minority groups in general, with specific emphasis on American Deaf culture as a minority group. Includes an introductory comparison of the structures of visual and spoken languages and a presentation of the normative system of laws in America that has developed for deaf Americans. (CSU) AA/AS Areas 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 conversation and narration skills. Topics include describing problems at home, work and school, expressing opinions and feelings and argumentation; i.e., how to disagree with someone and potentially change that person's mind. (CSU/UC) AA/AS Area C, IGETC Area 6: UC Language other than English

ANTHROPOLOGY

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

Career Options

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

Faculty

Jessica Park

Department Phone: 415-485-9630

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
Required Core Courses (9 units):			
ANTH	101	Introduction to Physical/Biological Anthropology	3
ANTH	102	Introduction to Cultural Anthropology	3
ANTH	110	Introduction to Archaeology and Prehistory	3
List A - select one course:			
MATH	115	Probability and Statistics	4
Or			
STAT	115	Introduction to Statistics	4
List B - select one to two courses (3-5 units):			
ANTH	205	Introduction to Research Methods	3
BIOL	120	Human Anatomy	5
GEOL	120	Physical Geology	3
And			
GEOL	120L	Physical Geology Laboratory	1
GEOL	103	Environmental Geology	3
GEOG	125	Introduction to Geographic Information Systems	3
List C - select one course:			
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

ANTHROPOLOGY COURSES (ANTH)

ANTH 101: Introduction to Physical/Biological Anthropology

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

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

ANTH 101L: Physical/Biological Anthropology Laboratory

1.0 Unit. 3 lab hrs/wk. Prerequisite: ANTH 101 or concurrent enrollment.

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

ANTH 102: Introduction to Cultural Anthropology

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

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

ANTH 103: Globalization and Peoples and Cultures of the World

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

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

ANTH 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

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) 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

Mankind has been designing and building permanent structures for about twelve thousand years, and these structures have come to dominate the environment that most people inhabit. The architect faces an exciting challenge: to understand the sometimes competing

needs of individuals and groups, the need to protect our natural environment, the technical requirements of buildings and structures, the role of economics, and the importance of designing projects that not only meet these quantifiable needs but that also inspire and delight us.

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

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

Career Options

Architect, Architectural Designer, Architectural Illustrator, Architectural Model Maker, Architectural Product Developer, Architectural Specification Writer, Construction Manager, Director/Administrator of Architectural Firm, Interior Architect, Landscape Designer, 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. Some courses are available online with no on-campus attendance required. 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
And one of the following:			
ARCH	121	Intermediate Architectural Drawing	4
Or			
ARCH	140	Digital Modeling for Architectural Design	4
Or			
ARCH	141	Computer Drawing for Architecture and Construction	4
TOTAL MAJOR UNITS			28

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)

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)

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)

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)

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)

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
Required Core Courses:			
ART	101	History of Ancient Art	3
ART	102	History of European Art	3
ART	130	Drawing and Composition I	4
List A - select one course:			
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
List B - select one course:			
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
List C - select one course:			
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**

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
One art history course from the following:		
ART 101	History of Ancient Art	3
ART 102	History of European Art	3
ART 103	History of Modern Art	3
ART 104	History of Asian Art	3
ART 105	History of Contemporary Art	3
ART 106	History of Women Artists	3
ART 107	History of American Art	3
ART 108	Arts of the Americas (also offered as ETST 108 or HUM 108)	3
And 12 additional units from the following:		
ART 113	3-D Art Fundamentals	4
ART 114	Interior Design I	4
ART 116	Jewelry Design I	4
ART 118	Art Gallery Design and Management I	4
ART 129	Materials and Techniques	4
ART 134	Life Drawing I	4
ART 140	Painting I	4
ART 144	Watercolor I	4
ART 146	Life Painting I	4
ART 148	Color Theory	4
ART 152	Printmaking I	4
ART 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

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.**

REQUIREMENTS	UNITS	
ART 112	2-D Art Fundamentals	4
ART 113	3-D Art Fundamentals	4
ART 130	Drawing and Composition I	4
ART 148	Color Theory	4
Any course in Art History:		
ART 101	History of Ancient Art	3
ART 102	History of European Art	3
ART 103	History of Modern Art	3
ART 104	History of Asian Art	3
ART 105	History of Contemporary Art	3
ART 106	History of Women Artist	3
ART 107	History of American Art	3
ART 108	History of Arts of the Americas (also offered as ETST 108 or HUM 108)	3
BUS 101	Introduction to Business	3

TOTAL CORE UNITS 22

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

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

TOTAL MAJOR UNITS 42

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

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

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

TOTAL MAJOR UNITS 38

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

A.S. IN DESIGN, APPLIED – INTERIOR, OCCUPATIONAL

Someone wisely said that it requires the knowledge of the historian, the connoisseur, the merchant, the engineer, the psychologist, and the artist to be a good designer. The following program reflects that teaching philosophy and gives the most advantageous sequence for required and recommended classes. Some 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.**

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

ART COURSES (ART)

ART 101: History of Ancient Art

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

This course surveys the 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

ART 102: History of European Art

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

ART 103: History of Modern Art

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

A chronological survey of western art, architecture, and visual culture from Neoclassicism to the present. 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

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

ART 105: History of Contemporary Art

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

An introduction to recent and contemporary art (from c. 1960 to the present), focusing on contemporary genres including installation, performance, new media, conceptual, street art, and others. Addresses the impact of social, economic, technological, and geopolitical changes on art practice. 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

ART 106: History of Women Artists

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

A chronological, thematic, and cross-cultural examination of art works and gender issues concerning women artists from historical to contemporary eras. Includes the influences on art produced by women of such issues as race, gender, socio-economic and political conditions, increasing urbanization, conceptions of nature, and others. 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: History of American Art

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

This class surveys the art and visual culture of the United States in historical and contemporary eras, including work by a diverse selection of artists. A variety of media will be presented through classroom presentations and field trips. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

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

ART 109: Gallery Seminar in Art

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

This class explores art history by visiting the collections of Bay Area museums, galleries, and, if available, private collectors. Seminar discussions, presentations, and reading assignments are coordinated with field trips. (CSU)

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 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

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

ART 114: Interior Design I

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

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

ART 115: Interior Design II

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

Covers period design and decorations from the styles of antiquity through the Victorian era. Extensive reading is required to cover the historic evolution of interior design in the Western world. A number of tests, as well as oral, visual, and written projects, are given. This

course may also include field trips that relate to history and interior design. (CSU)

ART 116: Jewelry Design I

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

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

ART 117: Jewelry Design II

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

Advanced design and creation of jewelry. Emphasizes development of soldering skills, die forming, forging, constructed hinges and catches, and intermediate stone setting. Casting is included. (CSU)

ART 118: Art Gallery Design and Management I

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

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

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

ART 131: Drawing and Composition II

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

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

ART 134: Life Drawing I

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

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

ART 135: Life Drawing II

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

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

ART 138: Advanced Critique

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

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

ART 140: Painting I

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

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

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.

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

ART 152: Printmaking I

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

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

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

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

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 176: Pottery on the Wheel

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

This course concentrates on the use of the potter's wheel in the creation of functional and sculptural ceramic objects. Techniques of wheel throwing and trimming cups, bowls, vases, pitchers, lidded forms, closed forms, teapots and plates will be demonstrated as well as handle making. Students are required to use basic design and drawing skills in the development of their assignments. Emphasis is on refinement of technique rather than quantity. Covers stoneware

glaze development, kiln loading, stoneware and soda firing. (CSU/UC)

ART 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 112 or 113; and 130.

These courses concentrate on the use of the potter's wheel in the creation of functional and sculptural ceramic objects. Techniques of wheel throwing and trimming cups, bowls, vases, pitchers, lidded forms, closed forms, teapots and plates, as well as handle making. Students are required to use basic design and drawing skills in the development of their assignments. Includes use of stoneware glazes, kiln loading and raku and soda firing. (CSU/UC)

ART 177: Hand Built Ceramics

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

This course concentrates on handbuilding functional ceramic ware and sculptural objects. Techniques of slab building, coiling, modeling, and press molding cups, bowls, vases, teapots and sculptural forms are demonstrated. Students are required to use basic design and drawing skills in developing their assignments. Emphasizes exploration and creative refinement of technique. (CSU/UC)

ART 180: Sculpture I

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

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

ART 181: Sculpture II

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

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

ART 185: Life Sculpture I

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

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

ART 190: Black and White Photography I

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

An introduction to black and white photography. The basics of camera use, film development and darkroom printing are presented with an emphasis on balancing technical skills with artistic expression. Group critiques and visual slide presentations help to inform bi-weekly shooting assignments. Basic adjustable 35mm film camera and lens are required. (CSU/UC) 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 200: Portfolio Development

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

Through lecture, research and critiques, students develop a professional portfolio of their personal artwork that reflects their interests, skills and career goals. This course is for students who have accomplished artistic skills and wish to develop strategies of self-promotion for their body of work. (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 Design III

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 117.

This course involves more advanced forming methods, tool making, repousse, advanced hinges and catches, stone setting, rubber mold making and casting. (CSU)

ART 217: Jewelry Design IV

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

Advanced design and creation of jewelry, emphasizing the functional, conceptual and aesthetic aspects of designing. Includes advanced forming techniques, advanced hinges and catches, stone setting, rubber mold making and casting. (CSU)

ART 218: Art Gallery Design and Management III

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

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

ART 219: Art Gallery Design and Management IV

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

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

ART 234: Life Drawing III

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

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

ART 235: Life Drawing IV

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

Lectures, demonstrations, and supervision of work in progress. Drawing from undraped models. Classwork stresses the expressive

qualities of the figure, and drawing accurately and sensitively with a variety of media. A sketchbook of work done outside of class is required. (CSU/UC)

ART 240: Painting III

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

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

ART 241: Painting IV

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

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

ART 244: Watercolor III

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

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

ART 245: Watercolor IV

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

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

ART 246: Life Painting III

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

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

ART 247: Life Painting IV

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

Advanced instruction in painting the human figure. Individualized instruction allows for emphasis to be placed on either portraiture or painting the entire figure. Concepts of color, design and style are in-

cluded for the advanced student. Experimentation in new techniques and materials is encouraged. (CSU/UC)

ART 252: Printmaking III

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

An advanced course in the concepts and techniques of fine art printmaking. Instruction and studio work include drypoint, etching and engraving, linocut and collagraphs, monotype and solar plate exploration. (CSU)

ART 253: Printmaking IV

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

A continuing course in the concepts and techniques of fine art printmaking. Instruction and studio work include advanced explorations in intaglio, relief, lithography, monotype, collagraphs, and photo polymer plate processes. (CSU)

ART 265: Fiber Sculpture III

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

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

ART 266: Fiber Sculpture IV

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

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

ART 270: Ceramics III

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

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

ART 271: Ceramics IV

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

Advanced and in-depth interpretation of the common class project with greater expectations of further technical and conceptual

development. Mentoring of beginning students, lab assistance in glaze calculation, kiln loading and firing. Advanced proficiency with various types of clay bodies and glaze formulation. Concentration on individual projects which illustrate more comprehensive aesthetic understanding and technical independence. (CSU)

ART 275: Ceramic Sculpture

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

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

ART 276: Advanced Wheel Thrown Ceramics

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

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

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

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

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

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

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

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

ART 280: Sculpture III

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

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

ART 281: Sculpture IV

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Art 280.

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

ART 285: Life Sculpture III

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

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

ART 286: Life Sculpture IV

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

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

ART 290: Black and White Photography IV

4.0 Units. 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

Department Phone: 415-485-9549

ASTRONOMY COURSES (ASTR)

ASTR 101: Introduction to Astronomy

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

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

ASTR 117L: Introduction to Astronomy Lab

1.0 Unit. 3.3 lab hrs/wk. Prerequisite: ASTR 101 or concurrent enrollment.

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

AUTOMOTIVE COLLISION REPAIR TECHNOLOGY

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

Career Options

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

Faculty

Ron Palmer

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

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

(Certificate of Achievement also awarded.)

The Automotive Collision Repair Technology Program is offered at the Indian Valley Campus. Students who complete the requirements for Master Collision Repair 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. *Please note: this degree and certificate will be updated pending Chancellor's Office approval.**

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

ACRT 160B Automotive Dent and Damage Repair Workshop	1.5
ACRT 160C Automotive Structural Repair Workshop	1.5
ACRT 160D Automotive Mechanical and Electrical Repair Workshop	1.5
TOTAL MAJOR UNITS	41

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, metallurgy, 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 meth-

ods 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

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. *Please note: this degree and certificate will be updated pending Chancellor's Office approval.**

REQUIREMENTS		UNITS
AUTO/ACRT 95*	Applied Automotive Math	1
AUTO 112	Automotive Engines	4
AUTO 113	Specialized Electronics Training	5
AUTO 114	Automotive Basic Fuel Systems	4
AUTO 116	Automotive Electrical Systems	6
AUTO 118	Brakes, Alignment and Suspension	6
AUTO/ACRT 225	Automotive Careers and Customer Relations	2
AUTO 228	Automotive Computer Controls	4
AUTO 229	Automotive Systems, Troubleshooting and Diagnosis	4
AUTO 232	Automatic Transmissions/Transaxles	4
AUTO 233	Manual Drive Trains and Axles	4

AUTO	235	Automotive Air Conditioning	2.5
AUTO	238	Basic Area Clean Air Course	3.5
AUTO	240	Enhanced Area Clean Air Car Course	1
AUTO	249	Independent Study (Fieldwork)	4
MACH	120	Machine Technology I	3
MACH	130	Welding I	2

*applied toward the Certificate of Achievement only.

TOTAL MAJOR UNITS 60

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. ***Please note: this certificate will be updated pending Chancellor's Office approval.**

REQUIREMENTS		UNITS
AUTO/ACRT 95	Applied Automotive Math	1
AUTO 112	Automotive Engines	4
AUTO 113	Specialized Electronics Training	5
AUTO 118	Brakes, Alignment and Suspension	6
AUTO/ACRT 225	Automotive Careers and Customer Relations	2
AUTO 232	Automatic Transmissions/Transaxles	4
AUTO 233	Manual Drive Trains and Axles	4
AUTO 235	Automotive Air Conditioning	2.5
AUTO 249C	Independent Study (Fieldwork)	3
MACH 120	Machine Technology I	3
MACH 130	Welding I	2
TOTAL CERTIFICATE UNITS		36.5

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. ***Please note: this certificate will be updated pending Chancellor's Office approval.**

REQUIREMENTS		UNITS
Select 29.5 units from the following courses:		
AUTO/ACRT 95	Applied Automotive Math	1
AUTO 113	Specialized Electronics Training	5
AUTO 114	Automotive Basic Fuel Systems	4
AUTO 116	Automotive Electrical Systems	6
AUTO/ACRT 225	Automotive Careers and Customer Relations	2
AUTO 228	Automotive Computer Controls	4
AUTO 229	Automotive Systems, Troubleshooting and Diagnosis	4
AUTO 232	Automatic Transmissions/Transaxles	4
AUTO 235	Automotive Air Conditioning	2.5
AUTO 249B	Independent Study (Fieldwork)	2
AUTO 281	Electrical and Electronic Systems Training - A6 Alternative	2
AUTO 283	Engine Performance Diagnosis and Repair - A8 Alternative	2
ATUO 285	Advanced Engine Performance/Emissions - L1 Alternative	2
TOTAL CERTIFICATE UNITS		MINIMUM OF 29.5

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. ***Please note: this certificate will be updated pending Chancellor's Office approval.**

REQUIREMENTS		UNITS
AUTO/ACRT 95	Applied Automotive Math	1
AUTO 114	Automotive Basic Fuel Systems	4
AUTO/ACRT 225	Automotive Careers and Customer Relations	2
AUTO 229	Automotive Systems, Troubleshooting and Diagnosis	4
AUTO 235	Automotive Air Conditioning	2.5
AUTO 238	Basic Area Clean Air Course	3.5
AUTO 240	Enhanced Area Clean Air Car Course	1
AUTO 249B	Independent Study (Fieldwork)	2
AUTO 281	Electrical and Electronic Systems Training - A6 Alternative	2
AUTO 283	Engine Performance Diagnosis and Repair - A8 Alternative	2
ATUO 285	Advanced Engine Performance/Emissions - L1 Alternative	2
TOTAL CERTIFICATE UNITS		26

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 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

BEHS 105: Sex Roles in Contemporary Society

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

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

BEHS 114: Chemical Dependency

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

This course examines the behavioral and psychological effects of chemical dependency. Included is an analysis of the effects of substance abuse on the family and the sociological conditions contributing to substance abuse. The primary focus is on the role of the mental

health professional in issues of substance abuse. (CSU) AA/AS Area B, CSU Area D-7 or E

BEHS 118: Drugs and Behavior

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

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

BEHS 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) 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)

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)

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
And			
CHEM	115	Survey of Organic and Biochemistry	4
Or			
CHEM	131	General Chemistry I	5
And			
CHEM	132	General Chemistry II	5
MATH	104	Plane Trigonometry	3
PHYS	108A	General Physics I	4
PHYS	108B	General Physics II	4
TOTAL MAJOR UNITS			30-36

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:			
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 31

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.

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

REQUIREMENTS			UNITS
BIOL/GEOL	138	Introduction to Environmental Science	4
BIOL	110	Introduction to Biology	3
CHEM	105	Chemistry in the Human Environment	3
Or			
GEOL	120	Physical Geology	3
Or			
GEOG	101	Physical Environment	3
BIOL/GEOL	142	Environmental Policy and Decision-Making	3
Or			
BIOL/GEOL	145	Ethics in Science	3
Or			
GEOG	102	Human Environment	3
BIOL	143	Stewardship of Marin Parks and Open Spaces	4

Or			
BIOL 147	Food, People, Health, and the Environment	4	
Or			
BIOL 148	Marin County Agriculture	3	
TOTAL CERTIFICATE UNITS		16-17	

BIOLOGY COURSES (BIOL)

BIOL 099: General Science

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

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

BIOL 100: Nutrition

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

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

BIOL 101: Field Biology

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

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

BIOL 104: The Ecology of Infectious Diseases

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

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

BIOL 107: Human Biology

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

This course introduces the structure, function, and development of the human body, and foundational concepts to explore personal and societal issues involving human biology. Topics include an introduction to scientific methods of investigation and some elementary chemistry (no previous background necessary) as a basis for understanding human functions such as movement, digestion, circulation,

reproduction, and other systems. Some diseases and other causes of body malfunction are discussed. (CSU/UC) AA/AS Area A, CSU Area B-2, IGETC Area 5B

BIOL 108A: Human Sexuality

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

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

BIOL 109: Heredity and Evolution

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

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

BIOL 110: Introduction to Biology

3.0 Units. 3 lecture hrs/wk. 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

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

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

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

BIOL 138: Introduction to Environmental Sciences

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

This science-based course takes an interdisciplinary approach to understanding the environmental crisis that confronts us all. Discussions focus on understanding ecosystem services, how humans interfere with earth's life support systems, and how to deal with the environmental problems we face. Field studies may include visits to restoration projects, local ecosystems, and local environmental conferences. (CSU/UC) AA/AS Area A, CSU Area B-1 or B-2 & B-3, IGETC Area 5A or 5B 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. (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 ENV 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 ENV 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 ENV 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

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

BIOL 270: Practicum in Identification and Taxonomy

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

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

BUSINESS

The 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
Or			
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

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	134	Human Relations in Business	3
BUS	144	Business Communication	3
BUS	155	Introduction to Hospitality Management	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
Or			
CIS	171	Introduction fo Spreadsheet Design Using MS Excel	3
ECON	101	Principles of Macroeconomics	3
ECON	102	Principles of Microeconomics	3
SPCH	122	Public Speaking	3
STAT	115	Introduction to Statistics	4
Or			
MATH	115	Probability and Statistics	4
TOTAL MAJOR UNITS			25

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

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.

REQUIREMENTS			UNITS
BUS	101	Introduction to Business	3
BUS	144	Business Communication	3
BUS	150	Supervision and Management	3
TOTAL CERTIFICATE UNITS			9

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

BUS 107: Business Law

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

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

BUS 112: Financial Accounting

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

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

BUS 113: Managerial Accounting

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

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

BUS 114: 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 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 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 psychological, 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)

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 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 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)

BUSINESS OFFICE SYSTEMS

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

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

Career Options

Administrative Assistant, Bank Teller, Clerical Assistant, Executive Assistant, General Office Worker, Human Resources Assistant, Medical Office Assistant, Medical Office Manager, Medical Receptionist, Medical Records Clerk, Medical Scheduler, Medical Secretary, Medical Transcriber, Office Assistant, Office Manager, Payroll Assistant, Receptionist, Records Clerk, Research Assistant, Transcriber

Department Phone: 415-485-9610

Business Office Professional Certificate of Achievement

Upon completion of this core program, a student will be able to:

- Perform the duties typically assigned an entry level administrative assistant or office manager in a variety of professional settings.
- Demonstrate technical knowledge to manage an office force performing general office skills proficiently, including technical knowledge in the productive use of computers, software, and current technology.
- Interact effectively in oral and written communications.
- Function effectively as a motivating leader and a trainer, with high professional and ethical standards.
- Participate in ongoing professional development.

REQUIREMENTS			UNITS
BOS	150	Beginning and Intermediate MS Word	3
BOS	151	Electronic Office Skills	3
BUS	101	Introduction to Business	3
BUS	144	Business Communication	3
BUS	150	Supervision and Management	3
CIS	170	Windows OS for PC Users	3

TOTAL CERTIFICATE UNITS

18

Administrative Assistant 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 Administrative Assistant Certificate indicates that foundation courses needed for entry-level employment in office support have been successfully completed. In addition to the required courses, students awarded this certificate must demonstrate the ability to keyboard a minimum of 35 words-a-minute with five or fewer errors.

REQUIREMENTS			UNITS
CIS	170	Windows OS for PC Users	3
BOS	150	Applied Word Processing Design	3
BOS	151	Electronic Office Skills	3

BUSINESS OFFICE SYSTEMS COURSES (BOS)

BOS 114: Beginning MS Word

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

This beginning course in Microsoft Word for Windows develops competency in creating, editing, formatting, saving, and printing a variety of business and personal-use documents. Topics include creating and editing letters, memos, reports, tables and mail merge, and how to integrate Word documents with other office programs. (CSU)

BOS 120: Computer Keyboarding

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

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

BOS 150: Beginning and Intermediate MS Word

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: CIS 101.

Microsoft Word software is used in this Windows-based course to develop beginning and intermediate word processing skills. (CSU)

BOS 151: Electronic Office Skills

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: BOS 150 and CIS 170.

Current Microsoft Office software is used in this Windows-based course, designed to develop beginning and intermediate administrative office skills using Excel, Access, PowerPoint, and Outlook.

The course focuses on individual and integrated office projects that support business tasks found in the modern business office. (CSU)

CHEMISTRY

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

Career Options

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

Faculty

Erik Dunmire, Patrick Kelly, 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

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 nonscience 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

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 equilibriums, electrochemistry, and selected topics from nuclear chemistry, descriptive inorganic chemistry, materials, metals and coordination compounds. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A and 5C

CHEM 132E: General Chemistry II, Lecture Only

3.0 Units. 3 lecture hrs/wk. Prerequisite: CHEM 131. 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

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

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 (journal-

ism, 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, 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, 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
Required Core Course (3 Units):			
SPCH	122	Public Speaking	3
Required Electives - select two courses (6 units):			
SPCH	132	Argumentation and Persuasion	3
SPCH	120	Interpersonal Communication	3
SPCH	130	Small Group Communication	3

Required Electives - select two courses (6 units):

SPCH	128	Intercultural Communication	3
SPCH	140	Oral Interpretation of Literature I	3
COMM	110	Introduction to Mass Communication and Media Literacy	3

Required Electives - select one course (3-4 units):

JOUN	115	Reporting and Writing for Mainstream Media	3
ENGL	151	Reading and Composition 1B	4

Or

ENGL	155	Critical Thinking and Composition	4
ANTH	102	Introduction to Cultural Anthropology	3
PSY	110	Introduction to Psychology	3
SOC	110	Introduction to Sociology	3

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

TOTAL MAJOR UNITS 18-19**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 to 23**COMMUNICATIONS COURSES (COMM)****COMM 110: Introduction to Mass Communication and Media Literacy**

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: ECON 125 or ETST 125 or HIST 125 or POLS 125 or SSC 125. May be taken as COMM 110 or JOUN 110; credit awarded for only one course.

A critical survey of mass media from a humanities and social science perspective, this course provides an overview of the salient theories, history, and economic and social forces that shape mass media technologies and messages. Students 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
Core Program:			
CIS	110	Introduction to Computer Information Systems	3
CIS	113	MS Powerpoint Presentations and Publications	1.5
CIS	126	Introduction to Windows	1.5
CIS	171	Applied Spreadsheet Design Using MS Excel	3
Or			
CIS	118	Introduction to MS Excel Spreadsheet Design	1.5
And			
CIS	128	Intermediate MS Excel Spreadsheet Design	1.5
CIS	172	Applied Database Design Using MS Access	3
Or			
CIS	117	Introduction to MS Access Database Design	1.5
And			
CIS	127	Intermediate MS Access Database Design	1.5
CIS	174	Applied Website Design	3
Or			
CIS	141	Introduction to HTML Programming	1.5
And			
CIS	142	Intermediate HTML Programming	1.5
CIS	275	Networking Fundamentals and Practices	3
Electives: choose a minimum of 3 units:			
BOS	114	Beginning MS Word	1.5
CIS	137	Advanced Database Design	1.5
CIS	215	Visual BASIC Programming	3.5
CIS	237	SQL Programming	1.5
TOTAL MAJOR UNITS			MINIMUM OF 21

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
Or			
CIS	117	Introduction to MS Access Database Design	1.5
And			
CIS	127	Intermediate MS Access Database Design	1.5
CIS	137	Advanced Database Design	1.5
CIS	237	SQL Programming	1.5
TOTAL CERTIFICATE UNITS			6

Microsoft Office Specialist Skills Certificate

REQUIREMENTS			UNITS
BOS	150	Beginning and Intermediate MS Word	3
CIS	171	Applied Spreadsheet Design Using MS Excel	3
CIS	173	Applied Presentations and Publications	3
TOTAL CERTIFICATE UNITS			9

COMPUTER INFORMATION SYSTEMS COURSES (CIS)

CIS 101: Introduction to Personal Computers and Operating Systems

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

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

CIS 110: Introduction to Computer Information Systems

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

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

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: Information & Communications Technology Essentials

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

This course introduces the computer hardware and software skills needed to help meet the growing demand for entry-level ICT professionals. The fundamentals of computer hardware and software, as well as advanced concepts such as security, networking, and the responsibilities of an ICT professional are introduced. 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.

Hypertext Markup Language (HTML) is the language of the World Wide Web. In this class, students learn how to design, code, and implement Web pages using HTML. This beginning class focuses on creating pages with textual and limited inline image data and links for both Internet and local area network Intranet applications. (CSU)

CIS 142: Intermediate HTML and Scripting

1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: CIS 141.

In this continuation of CIS 141, students build on their knowledge of HTML and learn elementary client-side programming in JavaScript to add animation and interactive data exchange to Web pages. (CSU)

CIS 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 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
Or			
COMP	135	Introduction to Programming in JAVA	4
Or			
COMP	150	Programming in MATLAB for Engineers	4
COMP	160	Computer Organization: An Assembly Language Perspective	3
COMP	220	Data Structures and Algorithms	3
COMP/MATH	117	Discrete Mathematics	3
MATH	115	Probability and Statistics	4

MATH	116	Linear Algebra	3
MATH	123	Analytic Geometry and Calculus I	5
MATH	124	Analytic Geometry and Calculus II	5
PHYS	207A	Mechanics and Properties of Matter	5
PHYS	207B	Electricity and Magnetism	5

And one of the following advanced programming courses:

COMP	235	Advanced Programming in C++	4
COMP	232	Advanced Programming in JAVA	4
TOTAL MAJOR UNITS			43

COMPUTER SCIENCE COURSES (COMP)

COMP 117: Discrete Mathematics

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

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

COMP 130: Introduction to Computer Programming Using C++

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Math 103 or 103AB or 103XY or sufficient score on Math Assessment Test.

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

COMP 135: Introduction to Programming in JAVA

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Math 103 or 103AB or 103XY or sufficient score on Math Assessment Test.

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

COMP 150: Programming in MATLAB for Engineers

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

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

COMP 220: Data Structures and Algorithms

3.0 Units. 3 lecture hrs/wk. Prerequisite: COMP 130 or 135 or 150, or ENGG 150.

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

COMP 232: Advanced Programming in JAVA

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: COMP 130 or 135 or 150, or ENGG 150.

JAVA programming for both computer science majors and computer professionals. Review of JAVA syntax, data types, data structures, exception handling, and object-oriented features including classes, objects, and inheritance. The course will introduce advanced JAVA features including polymorphism, encapsulation, interfaces, abstraction, file IO, generics, collections, multithreading, concurrency, client server and network programming with sockets. (CSU/UC) AA/AS Area E

COMP 235: Advanced Programming in C++

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: COMP 130 or 135 or 150, or ENGG 150.

This advanced programming course in C++ offers students a deeper understanding of the language and its advanced features and techniques. Topics include namespaces, derived classes, abstract classes, multiple inheritance, polymorphism, compositions, template classes, containers of Standard Template Library (STL), exceptions, dynamic memory management, and design of libraries. (CSU/UC) AA/AS Area E

COUNSELING

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

Faculty

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)

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 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 130: Career Life Skills Planning

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

This course focuses on the determination of personal and professional life goals using a reflective model of decision-making applicable in a variety of situations over an individual's lifespan. Through a study of career decision making, students explore the impact of psycho-social, physical, and affective factors on their own cognitive processes. The course addresses workplace cultural pluralism, technological awareness, one's role and impact in the workforce, choosing a college major, and changing jobs and career fields. (CSU) CSU Area E

COUN 133: Career Exploration

1.0 Unit. 1 lecture 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 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

Faculty

Kristin Acredolo

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.

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)

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 current 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 Shorthand 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
Nine technique courses are required for the major, distributed as follows, achieving a minimum of 18.5 units.	
Ballet , two different courses from:	
DANC 126A Beginning Ballet Fundamentals	1.5
DANC 126B Beginning Ballet	1.5
DANC 126C Intermediate Beginning Ballet	1.5
DANC 126D Advanced Beginning Ballet	1.5
DANC 128A Beginning Intermediate Ballet	2.0
DANC 128B Intermediate Ballet	2.0
DANC 227A Beginning Advanced Ballet	2
DANC 227B Advanced Ballet	2
Modern Dance , two different courses from:	
DANC 130A Beginning Modern Dance Fundamentals	1.5
DANC 130B Beginning Modern Dance	1.5
DANC 130C Intermediate Beginning Modern Dance	1.5
DANC 130D Advanced Beginning Modern Dance	1.5
DANC 133A Beginning Intermediate Modern Dance	2
DANC 133B Intermediate Modern Dance	2
DANC 233A Beginning Advanced Modern Dance	2
DANC 233B Advanced Modern Dance	2
Jazz , one course 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, Injury Prevention and Technique Analysis	2
DANC 109B Conditioning, Injury Prevention and Technique Analysis	2
History and Choreography , must complete both:	
DANC 108 Dance History	3
DANC 135 Choreography	2.5
Electives : Two additional courses from any of the above or from:	
DANC 111A-D Hip Hop	1.5
DANC 119 African Haitian Dance	1.5

DANC 121	Popular Dance Styles	1.5
DANC 161	Beginning Ballroom Dance	1.5

TOTAL MAJOR UNITS

MINIMUM OF 18.5

Performance and Production

Students with a dance career in mind should perform as frequently as possible. Students who wish to choreograph or teach must have knowledge, by experience, of what dancers deal with in performance.

REQUIREMENTS	UNITS
One course from:	
DANC 160A Introduction to Dance Performance Skills	1.5
DANC 241A-D Dance Company	2 to 5

DANCE COURSES (DANC)

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, Injury Prevention and Technique Analysis

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

This class emphasizes alignment, placement, strength, injury prevention, and efficient joint articulation through non-impact floor, barre, and other non- and low-impact dance conditioning methods. Muscle and skeletal terminology and basic ballet terminology are introduced. Technique analysis allows time for instructor and student to work one-on-one to assess and address movement issues. (CSU/UC)

DANC 109B: Conditioning, Injury Prevention and Technique Analysis

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

This continuation of Dance 109A includes technique analysis, allowing instructor and student to work one-on-one to correct important technical issues. Activities emphasize alignment, placement, strength, injury prevention, and efficient joint articulation through the use of floor, barre, and other low-impact dance conditioning methods. Appropriate for those actively dancing or those returning to dance after an injury or period of inactivity. (CSU/UC)

DANC 111: Hip Hop

1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite.

This class introduces hip-hop choreography with the use of isolations, techniques, and movement combinations derived from current and recent popular hip-hop music. The class teaches rhythm, musicality, coordination, and hip-hop choreography. Historical elements of this dance form are also covered. (CSU/UC) AA/AS Area H

DANC 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 119: African-Haitian Dance

1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite.

This course includes skills in African-Haitian dance based on the technique of Katherine Dunham, emphasizing development of rhythmic awareness through barre and floor progressions. Movement phases are based upon authentic dances from Africa and the Caribbean Islands. Participants learn to use their body parts polyrhythmically and in isolation. The history and the culture of the people are also studied. (CSU/UC) AA/AS Area H, CSU Area E

DANC 121: Popular Dance Styles

1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite.

This class enhances beginning students' skill in mastering popular dance styles of the twentieth century. Exploring the technical basis of these styles fosters understanding and appreciation of the emergence of popular dance in the last century. (CSU/UC) AA/AS Area H, CSU Area E

DANC 122A: 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. (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: Ballet Fundamentals

1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite.

Beginning ballet with exercises for body awareness and alignment, flexibility, balance, strength, and stamina. Center floor work with basic adagio and allegro movements, jumps and turns. References to different national styles and ballet history. (CSU) AA/AS Area H, CSU Area E

DANC 126B: Beginning Ballet

1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite. Advisory: Dance 126A

A continuing course in beginning ballet, emphasizing arm placement. Includes exercises for body awareness and alignment, flexibility, balance, strength, and stamina. Center floor work with basic adagio and allegro movements, jumps and turns. References to different national styles and ballet history. (CSU) AA/AS Area H, CSU Area E

DANC 126C: Intermediate Beginning Ballet

1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite. Advisory: Dance 126B.

This beginning ballet class continues from Dance 126B, emphasizing arm positions, placement and carriage. Includes exercises for body awareness, alignment, flexibility, balance, strength, and stamina. Center floor work with basic adagio and allegro movements, jumps and turns. References to different national styles and ballet history. (CSU) AA/AS Area H, CSU Area E

DANC 126D: Advanced Beginning Ballet

1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite. Advisory: Dance 126C.

This beginning ballet class continues from Dance 126C, emphasizing the standing leg. Includes exercises for body awareness, alignment, flexibility, balance, strength and stamina. Center floor work with basic adagio and allegro movements, jumps and turns. References to national styles and ballet history. (CSU) AA/AS Area H, CSU Area E

DANC 128A: Beginning Intermediate Ballet

2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite. Advisory: Dance 126D.

This course provides beginning intermediate ballet students with continued training in ballet technique, emphasizing proper body

alignment, increased flexibility and fluidity. Includes study of the Russian ballet innovators of the mid-19th and early 20th centuries. (CSU) AA/AS Area H, CSU Area E

DANC 128B: Intermediate Ballet

2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite. Advisory: Dance 128A.

Intermediate ballet technique, emphasizing body alignment and placement, foot articulation, leg rotation, port de bras. Attention to the linkage of steps, quality of individual movements, and principles of artistic expression. (CSU) AA/AS Area H, CSU Area E

DANC 130A: Beginning Modern Dance Fundamentals

1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite.

This beginning modern dance course explores positioning, alignment, and centering as they apply to balance, turns, elevations, and movement in and through space. Examines a variety of movement qualities, rhythms, and phrasing as well as space-time energy concepts. (CSU/UC) AA/AS Area H, CSU Area E

DANC 130B: Modern Dance I

1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite. Advisory: Dance 130A.

Beginning modern dance technique. Continued emphasis on positioning, alignment, and centering as they apply to balance, turns, elevations, and movement in and through space. Examines a variety of movement qualities, rhythms, and phrasing as well as space-time energy concepts. (CSU/UC) AA/AS Area H, CSU Area E

DANC 130C: Intermediate Beginning Modern Dance

1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite. Advisory: Dance 130B.

This continuation of beginning modern dance technique reinforces fundamentals and emphasizes placement and alignment of the body. Further development of knowledge, skills, and abilities for beginning levels of modern dance. (CSU/UC) AA/AS Area H, CSU Area E

DANC 130D: Advanced Beginning Modern Dance

1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite. Advisory: Dance 130C.

This course, the last of four beginning-level modern dance courses, focuses on the technical skills required to move to a beginning-intermediate level of modern dance, and provides further development of skills and knowledge. (CSU/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 133A: Beginning Intermediate Modern Dance

2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite. Advisory: Dance 130D.

This beginning intermediate modern dance technique course further develops students' ability to use the body as an instrument of expression, emphasizing performance skills and techniques of specific modern dance styles. (CSU/UC) AA/AS Area H, CSU Area E

DANC 133B: Intermediate Modern Dance

2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite. Advisory: Dance 130D.

Intermediate modern technique, adding falls and sight reading of simple movement phrases to skills developed in beginning modern dance. Continued emphasis on alignment, centering, balance and sensitivity to space-time-energy in movement. (CSU) AA/AS Area H, CSU Area E

DANC 134: Dance Improvisation

2.5 Units. 2.125 lecture and 2.125 lab hrs/wk. No prerequisite.

Improvisation as a major part of dance training and a process essential to all art forms. 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 135: The Art of Choreography I

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

The craft of choreography, its ingredients and tools. Discussion and exploration of form, content, design, and the elements of time, space, and energy. Examination of shapes, texture, focus, dynamics, and rhythm. (CSU/UC) AA/AS Area H, CSU Area E

DANC 142A: Beginning Tap Dance

1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite.

This course familiarizes students with the theory, terminology, history, and technique of tap dancing and tap notation. It includes footwork, progressions, patterns, and movement combinations which are developed into dances using a variety of tap styles including Latin, Rhythm Tap, Irish, Soft Shoe, American, and Buck and Wing. (CSU) AA/AS Area H, CSU Area E

DANC 160AB: 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* (*160A only)

DANC 161: Beginning Ballroom Dance

1.5 Units. 1 lecture and 2 lab hrs/wk. No prerequisite.

Fundamentals of ballroom dance. Students learn the basics of such dances as the cha cha, fox-trot, waltz, salsa, and swing. Includes discussion of the origins and development of these dances and their contribution to the dance world. (CSU/UC) AA/AS Area H

DANC 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)

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)

DANC 170: Summer Intensive: Workshop in Broadway Dance I

1.5 Units. 1.125 lecture and 2.25 lab hrs/wk. No prerequisite. Three lecture and six laboratory hours weekly for six weeks during the summer.

An intensive workshop focusing on a comparative analysis of the styles of Broadway dances from the past to the present. (CSU/UC) AA/AS Area H

DANC 171: Summer Intensive: Workshop in Broadway Dance II

1.5 Units. 1.125 lecture and 2.25 lab hrs/wk. No prerequisite. Advisory: Dance 170.

An intensive workshop focusing on the historical social sources which shaped Broadway dances with emphasis on learning to utilize these sources as a means of becoming an expressive interpreter of the art. (CSU/UC) AA/AS Area H

DANC 172: Summer Intensive: Contemporary Dance Workshop I

1.5 Units. 1.125 lecture and 2.25 lab hrs/wk. No prerequisite.

An intensive workshop experience focusing on movement, improvisation, and composition as related to the contemporary period. Beginning to intermediate level. (CSU/UC) AA/AS Area H

DANC 173: Summer Intensive: Contemporary Dance Workshop II

1.5 Units. 2.25 lecture and 3.375 lab hrs/wk. No prerequisite. Advisory: Dance 172.

A continuation of the skills developed in Dance 172, this intensive workshop focuses on movement, improvisation, and composition as related to the contemporary period. Intermediate to advanced level. (CSU/UC) AA/AS Area H

DANC 175: Summer Intensive: Workshop in Classical Performance II

1.5 Units. 1.125 lecture and 2.25 lab hrs/wk. No prerequisite. Advisory: Dance 126.

This intermediate workshop requires intermediate- to advanced-level classical movement skills. Emphasizes theatrical focus and projection as they relate to performance. (CSU/UC) AA/AS Area H

DANC 227A: Beginning Advanced Ballet

2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite. Advisory: Dance 128B.

Advanced ballet technique and vocabulary, emphasizing fluidity of movement and integration of the physical, mental and emotional skills that create the total dancer. (CSU) AA/AS Area H, CSU Area E

DANC 227B: Advanced Ballet

2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite. Advisory: Dance 227A.

Advanced ballet technique and vocabulary, integrating technique, artistry, strength and flexibility. Special emphasis on half-point work both at the barre and in the center. (CSU) AA/AS Area H, CSU Area E

DANC 233A: Beginning Advanced Modern Dance

2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite. Advisory: Dance 133B.

This course emphasizes increasing technical proficiency, improving anatomical awareness and developing a deeper understanding of the skills and principles of various modern dance techniques. (CSU/UC) AA/AS Area H, CSU Area E

DANC 233B: Advanced Modern Dance

2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite. Advisory: Dance 233A.

Advanced modern dance technique, focusing on centering and energy flow as they function in alignment, turns, falls, extensions, elevations and movements through space. Emphasizes trust of the uniqueness of one's own movement expression. (CSU) AA/AS Area H, CSU Area E

DANC 241ABCD: Dance Company

2-5 Units. 6-15 lab hrs/wk. Repeat: 3. Prerequisite: Audition required.

Students rehearse and perform faculty choreography in a formal concert (predetermined number of scheduled performances). Focus on technique, choreographic phrasing, artistry, and performance presence. (CSU/UC) AA/AS Area H

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)

DENTAL ASSISTING: REGISTERED

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

Career Options

Dental Assisting in Dental Clinics, Hospitals or Correctional Facilities, Private Dental Offices; Dental Office Management, Dental

Receptionist, Dental Insurance Auditor, Dental Product Sales, Dental Assisting Instructor

Faculty

Kathleen Rooney, Program Coordinator

Department Phone: 415-485-9319

FAX: 415-485-9328

A.S. IN DENTAL ASSISTING: REGISTERED

(Certificate of Achievement also awarded.)

The Registered Dental Assisting Program is offered only at the Indian Valley Campus. It is a sequential program leading to an Associate in Science degree and a Certificate of Achievement. 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
First Semester			
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
Second Semester			
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

Summer Session

DENT	192	Clinical Applications in Dental Offices	2
DENT	192A	Pit and Fissure Sealants	1

TOTAL MAJOR UNITS **38**

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.

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 by the Board of Dental Examiners under the Department of Consumer Affairs administered by the Committee of Dental Auxiliaries. This certificate is a prerequisite to be eligible to sit for the State Registered Dental Assistant licensure examination and a copy of the certificate is issued to the Committee on Dental Auxiliaries. Records of participants must be maintained for five years.

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

REQUIREMENTS			UNITS
DENT	182	Dental Radiology	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 mount-

ing 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
Required Core: 9 units total:		
DRAM	110 Introduction to the Theatre	3
DRAM	130 Theory and Practice in Acting I	3
To complete the Core requirements, select 3 units total from the following five courses:		
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
List A: select 9 units from the following list:		
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
May be counted in List A if not taken as part of the required core:		
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
TOTAL MAJOR UNITS		18

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
Select 6 units from the following:		
DRAM	116 Survey of Dramatic Literature – Ancient Greek to the Present	3
DRAM	117 Survey of Dramatic Literature – Shakespeare and His Theatre	3
DRAM	119 Theatre Criticism	3
Select 6 units from the following:		
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
Select 8 units from the following:		
DRAM	126 Improvisation for the Theatre	3
DRAM	130 Theory and Practice in Acting I	3
DRAM	134 Acting for Director’s Workshop	.5
DRAM	137 Stage Combat	.5
DRAM	237 Techniques of Audition	.5
DRAM	240 Directing for the Stage	3
Select 3 units from the following:		
DRAM	125 Stage Movement	2
DRAM	129AB Voice for the Stage	1
DANC	132 Musical Theatre	1.5
MUS	181 Voice I	1
TOTAL MAJOR UNITS		32

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

DRAM 116: Survey of Dramatic Literature: Ancient Greek to the Present

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

This course surveys the history of the theatre and dramatic literature from the Greek classical period to the present. Recommended for drama majors. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

DRAM 117: Survey of Dramatic Literature: Shakespeare and His Theatre

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

This course examines selected plays of Shakespeare, 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)

DRAM 127: Improvisation Performance

2.0 Units. 1 lecture and 4 lab hrs/wk. Repeat: 3. No prerequisite. Advisory: Drama 126.

In this course, students rehearse as an ensemble, develop performance skills, and perform improvisational theatre pieces. (CSU/UC)

DRAM 128: Improvisation II

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: Drama 126.

This intermediate improvisation class, for students with prior improv experience, explores ensemble performance and different improv genres: narrative, long form, social commentary, and dramatic improv. (CSU/UC)

DRAM 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)

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)

DRAM 134: Acting for the Director's Workshop

0.5 Unit. 1.5 lab hrs/wk. Repeat: 3. No prerequisite.

Acting in student-directed scenes from Drama 240: Stage Direction. Audition, rehearsal and performance in student-directed scenes. (CSU/UC)

DRAM 137: Stage Combat

0.5 Unit. 1.5 lab hrs/wk. No prerequisite.

This class covers the history, theory and practice of 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)

DRAM 143: Storytelling and Personal Narratives

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

In this class, students conceive and perform original autobiographical stories in a workshop setting. Good for all levels, from early childhood educators to potential performing artists and monologists. (CSU)

DRAM 144: Comedy Theory and Technique

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

This course introduces basic elements of theatrical comedy. Through the study, discussion, and practice of selected comic material, both

historic and modern, students develop a variety of comedic stage techniques. (CSU/UC)

DRAM 150: Introduction to Stagecraft

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

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

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)

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)

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)

DRAM 166: Stage Makeup: Theory and Practice

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

Designed for students interested in the application of stage makeup, this course covers basic, old age, and character makeup for various-sized theatres. Also includes animals, fantasy, Kabuki, and Chinese opera. Students are required to purchase makeup supplies following instructor's guidelines. (CSU/UC)

DRAM 217: Shakespearean Text Analysis for the Actor

2.0 Units. 1 lecture and 3 lab hrs/wk. No prerequisite. Corequisite: Drama 245.

This class covers techniques for actors to analyze the text of a play by William Shakespeare, to prepare for the performance of a role in a Drama Department production. Focus on verse and prose speaking, discovery of character through the language and historical stylistic approach to the performance of Shakespeare on stage. (CSU/UC)

DRAM 230: Advanced Acting Techniques

3.0 Units. 3 lecture and 1 TBA hrs/wk. Prerequisite: 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)

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)

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)

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)

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)

DRAM 260: Musical Theatre Production Workshop

3.0 Units. 9 lab hrs/wk. Repeat: 3. Prerequisite: Audition based upon a standardized level of performance for roles in College productions. Corequisite: Drama 160, 161, 162, 163, or 164.

This course involves acting, singing, and dancing/movement in the scheduled department production of a musical theatre play. Students also participate in the technical production areas of sets, lights, costumes, or crew. (CSU/UC) CSU Area C-1

EARLY CHILDHOOD EDUCATION

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

Career Options

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

Faculty

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

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	
Required Core Courses			
ECE	110	Child Development	3
ECE	112	Child, Family, and Community	3
ECE	114	Principles and Practices of Teaching Young Children	3
ECE	115	Introduction to Early Childhood Curriculum	3
ECE	116	Observation and Assessment	3
ECE	280	ECE Fieldwork and Seminar I: Beginning Practicum	3
ECE	131	Health, Safety, and Nutrition Practices for Young Children	3
ECE	208	Teaching in a Diverse Society	3
TOTAL MAJOR UNITS		24	

A.S. IN EARLY CHILDHOOD EDUCATION, OCCUPATIONAL

(Certificate of Achievement 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	
Core Requirements:			
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
Electives (choose 2 courses from the following list):			
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**

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
Or			
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
Or			
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
TOTAL CERTIFICATE UNITS			12

Licensing Coursework Requirements:

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

1. Child or Human Growth and Development (ECE 101 or 110)
2. Child, Family and Community, or Child-Family Relations (ECE 112)
3. Programs and Curriculum (ECE 114*, 115*, 116, 120, 131, 132, 133, 134, 135, 137, 205, 208, 217, 218, 222, 223, 224, 225, 226, 280**, 281**)

*Recommended (Core) Courses for 12 ECE units. Only one of the recommended courses in Child Development is necessary.

**ECE 280 and 281 may be counted as units in the Programs and Curriculum category or as 96 hours of experience, but not both.

Child Development Permit Requirements:

The California Department of Education requires that anyone working in a children's program subsidized by the Child Development Division obtain the appropriate permit from the California Commission on Teacher Credentialing.

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

ECE 112: Child, Family, and Community

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

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

ECE 114: Principles and Practices of Teaching Young Children

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

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

ECE 115: Introduction to Early Childhood Curriculum

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

An overview of the knowledge and skills required to provide appropriate curriculum and environments for children from birth to age six. Students examine the teacher's role in supporting development and engagement for all young children. The course provides strategies for developmentally-appropriate practices based on observation and assessments across the curriculum, including academic content areas; play, art and creativity; and development of social-emotional, communication, and cognitive skills. (CSU)

ECE 116: Observation and Assessment

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

This course focuses on the appropriate use of assessment and observation strategies that document development, growth, play and learning to join with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios and multiple assessment tools are explored. (CSU)

ECE 120: Planning and Teaching an After School Program

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

This course includes age-appropriate activities for after school programs, aspects of after school care, and strategies for working with and understanding children in after school settings. (CSU)

ECE 131: Health, Safety, and Nutrition Practices for Young Children

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

Introduction to the laws, regulations, standards, policies, procedures and early childhood curriculum related to children's health, safety and nutrition. Key components ensuring physical and mental health and safety for both children and staff are identified, along with the importance of collaboration with families and health professionals. Certificates issued upon successful completion of Pediatric CPR and First Aid training components. (CSU)

ECE 132: Planning and Leading Circle Times with Young Children

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

This course examines approaches for planning and leading circle times for preschoolers, toddlers, school-agers and mixed age groups. Features ideas for materials, songs and activities for large groups, and strategies for managing groups and guiding young children during circle times. The course can be applied towards licensing and Child Development Permit coursework requirements in the subject area of Programs and Curriculum. (CSU)

ECE 133: Creative Art Curriculum for Young Children

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

In this course students learn how to plan, design and present a process-oriented art curriculum for young children. Through in-class hands-on art activities, students sample a variety of media for children. An overview of current trends in early art education is also included. (CSU)

ECE 134: Understanding Young Children's Temperaments

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

This course provides information about how to work with children of different temperaments. It includes an examination of the different temperament types, an overview of research on temperament and children, how to recognize the different temperamental traits, and strategies and approaches for working successfully with young children of different temperamental types in group care and classroom settings. (CSU)

ECE 135: Working With Children's Challenging Behavior

2.0 Units. 2 lecture hrs/wk. No prerequisite.

In this course, students discuss descriptors and characteristics of challenging behavior of young children in early childhood classroom settings. Strategies and approaches for managing such behavior are featured. Methods for working with parents when their child displays challenging behavior and for locating outside help are also included. (CSU)

ECE 137: Emergent Literacy in the Early Childhood Classroom

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

This course introduces students to developing early literacy curriculum that aligns with California Infant/Toddler and Preschool Learning Foundations and Frameworks. Includes methods for setting up a classroom and planning curriculum to foster the development of language and literacy skills. (CSU)

ECE 205: Integrated Curriculum and the Project Approach

3.0 Units. 3 lecture hrs/wk. Prerequisite: ECE 115. Advisory: ECE 114.

This course provides information, ideas, and hands-on experience in developing curriculum for young children that integrates activities across all areas of the curriculum--mathematics, language arts, science, art, music and movement. The course introduces the innovative project approach demonstrated in the preschools of Reggio Emilia, Italy. (CSU)

ECE 208: Teaching in a Diverse Society

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

Examination of the development of social identities in diverse societies, including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies are explored, emphasizing culturally and linguistically appropriate anti-bias approaches, supporting all children in becoming competent members of a diverse society. Includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling. (CSU)

ECE 217: Fostering Creativity in the Classroom

2.0 Units. 2 lecture hrs/wk. No prerequisite.

This course offers a variety of strategies and hands-on ideas for fostering creativity in young children. It examines aspects of creative thinking and provides methods for planning creative activities in all curriculum areas. (CSU)

ECE 218: 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 Programs and Curriculum. (CSU)

ECE 224: Working with Parents in Early Childhood Programs

2.0 Units. 2 lecture hrs/wk. No prerequisite.

This course includes approaches and techniques for working with parents in infant/toddler, preschool and extended day programs; strategies for planning and leading parent-teacher conferences; effec-

tive 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)

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
Required Core Courses:			
ECON	101	Principles of Macroeconomics	3
ECON	102	Principles of Microeconomics	3
MATH	115	Probability and Statistics	4
Or			
STAT	115	Introduction to Statistics	4
MATH	121	Calculus I with Applications	3
And			
MATH	122	Calculus II with Applications	3
Or			
MATH	123	Analytic Geometry and Calculus I	5
List A. Select one course:			
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
List B. Select one course:			
Any List A. course not already used			
MATH	223	Analytic Geometry, Vector Analysis and Calculus III	5
MATH	116	Linear Algebra	3

Total Major Units	21-26
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

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

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

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 125: Research Methods and Term Papers in Economics

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

This course focuses on the elements of critical thinking and methods of research in the social sciences and develops skills required to organize such thought and research into effective, college level presentations. Students are encouraged to select areas of research from other courses taken during the semester or from areas of special interest including politics, history, economics, education, women's studies, ethnic studies, current issues, and issues of community concern. (CSU/UC)

ECON 215: Survey of Current Issues

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as ECON 215, POLS 215, or SSC 215; credit awarded for only one course.

This course 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)

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 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)

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)

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 visualization 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)

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)

ENGG 220: Electric Circuit Analysis

3.0 Units. 3 lecture hrs/wk. Prerequisites: PHYS 207B, and Math 224 or concurrent enrollment.

An introduction to the theory and analysis of electric circuits, including basic quantities and analytical techniques; network theorems and modeling; natural and forced responses of first- and second-order RLC circuits; AC circuit analysis and power calculations; and linear models of common devices such as transistors, operational amplifiers, and transformers. (CSU/UC)

ENGG 220L: Electric 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)

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)

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)

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)

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, Tonya Hersch, 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
Required Core Course (4 units):			
ENGL	151	Reading and Composition (1B)	4
List A - select two courses (6 units):			
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
List B - select two courses (6 units):			
(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
List C - select one course (3 units):			
(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
Or			
HUM	100B	Introduction to Humanities: Renaissance to the Modern Period	3
DRAM	110	Introduction to Theatre	3
TOTAL MAJOR UNITS			19

ENGLISH COURSES (ENGL)

English 130, 150, 151, 155: Letter grade only.

All other courses: Letter grade or pass/no pass.

In general, courses required for a transfer student's four-year major should be taken on a letter grade basis.

College of Marin offers an English assessment testing service to provide prospective students with information with which to make informed decisions when enrolling in English courses. Students are provided with their test scores. Students registering for English courses who need help in interpreting their individual placement test scores and/or in deciding whether to register for or remain enrolled in an English course can seek assistance from a counselor or their English instructor.

For information about the English Assessment Test, students can call the Testing Office at (415) 4859469 (located in the Student Services Building, Room 18, Kentfield Campus); or (415) 883-2211, ext. 8326 (located at Indian Valley Campus).

ENGLISH SKILLS COURSES (ENGL 062 THROUGH ENGL 097)

Please see College Skills category for department information.

ENGL 062: Developmental Reading and Writing

5.0 Units. 5 lecture hrs/wk. No prerequisite. Corequisite: ENGL 62L.

This course introduces the related ideas required for academic reading and writing: main ideas, logical support, implied meanings, relationships, patterns of organization, and vocabulary building. Students learn how to write complete sentences of various types, plan before writing, and construct well-organized paragraphs.

ENGL 062L: Developmental Reading and Writing Lab

1.0 Unit. 3 lecture hrs/wk. No prerequisite. Corequisite: ENGL 62.

This lab will reinforce and extend the reading and writing skills learned in English 62. May be taken four times for credit.

ENGL 070-079: ENGLISH SKILLS OPEN LAB

1.0 Unit for each course. 3 TBA hrs/wk. No prerequisite. Students are advised to meet with the instructor to determine appropriate courses to take.

A series of one-unit minicourses designed to help students develop basic English language skills. Offered on an individualized basis, each module may be entered and completed at any time during the semester, and, with an approved in-progress grade, completed the following semester. Each one-unit course requires approximately 48 hours of work.

ENGL 070: Phonics

ENGL 071: Spelling I

ENGL 072: Spelling II

ENGL 073: Vocabulary I

ENGL 073AB: Vocabulary IAB

ENGL 074: Vocabulary II

ENGL 074AB: Vocabulary IIAB

ENGL 075: Reading I

ENGL 075AB: Reading IAB

ENGL 076: Reading II

ENGL 076AB: Reading IIAB

ENGL 077: Independent Reading

ENGL 078: Special Interest Workshop

ENGL 079: Grammar Review

ENGL 092: Reading and Writing Skills

5.0 Units. 5 lecture hrs/wk. No prerequisite. Corequisite: ENGL 92L.

Students develop their abilities to analyze and respond to reading material in a variety of disciplines. At the same time, they learn to construct well-organized and developed paragraphs using correct grammar and sentence structure.

ENGL 092L: Reading & Writing Skills Lab

1.0 Unit. 3 lab hrs/wk. 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 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 Writing Center.

ENGL 098A: Grammar and Usage

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

This self-paced, open-entry course instructs students in sentence-level grammar (major sentence elements, clause patterns) and usage (pronoun case and agreement, subject-verb agreement, and verb forms and tenses). The course presents methods students may use to analyze the grammatical components of sentences.

ENGL 098B: Sentence Structure and Punctuation

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

This course enables students to identify various sentence structures; recognize phrase and clause functions; avoid common structure errors such as run-on sentences, faulty parallel structure, and improper modification; and punctuate sentences accurately using the comma, semicolon, dash, and parentheses. Further, this course introduces creative sentence composition with variations of structure, use of verbal phrases, and stylistic balance and subordination.

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 English Placement Test or equivalent.

This course, for bilingual/non-native English speakers, prepares students for success in college-level reading and writing tasks. Students practice reading, writing, grammar skills and critical thinking to improve reading comprehension and develop skills for effective academic writing. The focus is on writing fluently, using effective organizational structures, and developing ideas with support, using the conventions of standard written English. Assignments help explore connections among readings, personal experience, observation, and class discussion. Requires one hour weekly of guided practice in the Writing Center or the ESL Lab.

ENGL 099: Intensive Grammar Review

0.5 Unit. 1.5 TBA hrs/wk. Repeat: 1. No prerequisite.

This intensive, self-paced course reviews common problems in grammar, punctuation, and usage. It is not intended to be an exhaustive study of the subject, but rather a focused review of such typical mistakes as run-ons, fragments, agreement errors, faulty parallelism, and inappropriate punctuation. This course is designed for students in ENGL 150, 151, and 155, but may be taken by anyone wanting to improve basic grammar skills.

COLLEGE LEVEL COURSES - TRANSFERABLE**ENGL 116: College Reading**

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

A course designed to strengthen students' ability to understand and respond to college-level readings in all disciplines. Emphasis is on critically evaluating purpose, support, conclusions, tone, and language. Vocabulary enhancement is included. (CSU)

ENGL 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. Assignments show interconnections among readings, personal experience, research, observation, and class discussion.

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

ENGL 151: Reading and Composition (1B)

4.0 Units. 4 lecture hrs/wk. Prerequisite: ENGL 150 or equivalent.

This critical thinking/composition course highlights literary texts as material from which students derive samples to use in critical constructions of their own. Texts include critical and argumentative essays, biographical or historical discussions, belletristic writing, textual analysis, poetry, drama, short stories, and novels. Students learn to identify arguments, both in persuasive polemical discourse

where arguments are presented and defended, and in subtler, more emotional texts where arguments are implied or masked, and to distinguish fallacious reasoning from cogent reasoning in a variety of formats. A minimum of 8,000 words of writing (including two revisions) is required. (CSU/UC) AA/AS Areas C or E, CSU Area A-3, IGETC Area 1B

ENGL 155: Critical Thinking and Composition

4.0 Units. 4 lecture hrs/wk. Prerequisite: ENGL 150 or equivalent.

This course develops rhetorical, critical, argumentative, and organizational skills in written composition, and heightened perceptivity in analytical reading. Extensive analysis of writing models focuses on deductive, inductive, and inferential reasoning; assumptions and inferences embedded in arguments; informal logical fallacies; divergent world views; and incoherencies and biases in presentation. Student essays are expected to demonstrate a capacity for presenting complex ideas in a clear, coherent, and convincing manner, with particular attention to organization and style. A minimum of 8,000 words of writing is required of each student. (CSU/UC) AA/AS Area E, CSU Area A-3, IGETC Area 1B

ENGL 202: Creative Writing I

3.0 Units. 3 lecture hrs/wk. 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

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 examines short stories and novellas as works of literary art. Readings include representative short fiction by mainstream writers and by writers representing different cultural heritages. Lectures provide historical and cultural background helpful in appreciating the literature; class discussions focus on interpretation and on the analysis of traditional literary devices such as plot, character, point of view, setting, style, and theme. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 212: Introduction to Poetry

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.

This course examines poetry as a major literary genre, and introduces the fundamental nature of poetry through an examination of poetic forms, poetic devices (rhyme, meter), imagery, diction, tone, figures of speech, meaning, and idea. The course also addresses the historical and cultural factors that have influenced poetry's stylistic developments. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 214: The Popular Novel

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

This course includes twentieth-century American literature that has been very successful in the marketplace. Some novels, like “The Great Gatsby” and “The Old Man and the Sea”, are now considered classics; others are minor, but well-crafted works. Students examine the novel as a literary genre and as a reflection of the dynamics and diversity of American life. In addition to reading the novels, students view films based on the novels, and produce assignments demonstrating their analytical thinking and writing skills. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 218: The American Short Story

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent.

This course introduces the American literary tradition through reading selected short stories and related criticism, which might also be supplemented by viewing video productions of the selected stories. Students analyze and compare short works of fiction for thematic content and express their understanding through written responses, examinations, and classroom discussion. Authors include Ernest Hemingway, William Faulkner, Mark Twain, F. Scott Fitzgerald, and others. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 219: Voices and Visions

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

This course offers a close look at the creative lives of at least thirteen American poets. Beginning with precursors Whitman and Dickinson, the programs cover the entire range of twentieth century verse. While exploring the varieties of poetic inspiration, students gain experience in reading for comprehension and pleasure. Writers include Frost, Eliot, Pound, Moore, Williams, Plath, and others. (CSU/UC) AA/AS Area C, CSU Area C-2

ENGL 220: Detective Fiction

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.

This course traces the development of the genre from classic mysteries to hard-boiled detective stories to police procedurals. Students read representative works by such authors as Poe, Doyle, Christie, Hammett, Chandler, and MacDonald. The course emphasizes the conventions of the form, the elements of fiction, the methods of critical thinking used in solving crimes, and the ethical problems raised in the works under discussion. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 221A: Survey of American Literature I

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 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

ENGL 221B: Survey of American Literature II

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

ENGL 222: Survey of English Literature I

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

ENGL 223: Survey of English Literature II

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or 120AC or English Placement Test or equivalent.

This survey course in English literature covers important works from the late 18th century through the 20th century. Lectures supply the background necessary for appreciation of the works and suggest the wealth of literary material available to the intellectually curious reader or to the student of literature. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 224: Survey of World Literature I

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.

This course surveys representative imaginative literature of the world (excluding English and American literature) from antiquity through the Renaissance. Students examine works from Homer and Sophocles to Cervantes and Rabelais. Students view each work through both an artistic and a cultural lens, in order to see how the narrative mode and lyric and dramatic forms have evolved through the centuries. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 225: Survey of World Literature II

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.

This course surveys representative imaginative literature of the world (excluding English and American literature) from early modern to post modern times. Students examine works ranging from Voltaire and Goethe to Sartre and Kafka. They view each work through both an artistic and a cultural lens, in order to see how the narrative mode and lyric and dramatic forms have evolved through the centuries. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 230: Survey of Shakespeare

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.

This survey examines representative plays from each period in Shakespeare’s career, locating the plays in their historical context.

Lectures define critical approaches that invite discussion of the dramatic and literary qualities of Shakespeare's work. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 235: Women in Literature

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.

The representation of the character and role of women in Western culture from Greek tragedy through contemporary literature, with a particular emphasis on American literature, is examined through the analysis of selected texts. The primary focus is on women in American literature by both male and female authors, the writing of minority women, and the political and cultural context of literature. (CSU/UC) AA/AS Area C and G, CSU Area C-2, IGETC Area 3B

ENGL 237: The Literature of American Cultures

3.0 Units. 3 lecture hrs/wk. Prerequisite: English 120 or 120SL or English Placement Test or equivalent.

This class explores the richness and diversity of American culture by studying the literature of several social and ethnic groups, including works by African-American, Native American, Jewish American, Latino, and Asian American writers. Through close readings of representative texts, the course focuses on themes of identity and community in the context of contemporary cultural history. (CSU/UC) AA/AS Area C and G, CSU Area C-2, IGETC Area 3B

ENGL 240: Classic Children's Literature

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.

An inquiry into the basic nature of children's literature: what are its social, philosophical, spiritual, and esthetic values? The course considers techniques and modern critical theories, but focuses on practical criticism for the nonspecialist. Specific works studied are representative of several genres, cultures, and periods of children's literature. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 242: Global Writings

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent. Can be taken as ENGL 242 or HUM 242; credit awarded for only one course.

The cultural diversity and complex history of our globalized world are explored through a variety of contemporary writings. Discussion and analyses of representative texts focus on colonial exploitation, political domination, liberation, formations of racism, gender inequality, expressions of cultural power, ethnic conflict and division, immigration and migrancy, and processes of globalization. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGLISH AS A SECOND LANGUAGE (ESL)

This program, administered by the College Skills department, consists of credit and noncredit courses, and is recommended for nonnative speakers of English. It offers students the opportunity to develop and practice basic English grammar, writing, and reading skills. Both credit and noncredit courses are designed to help students improve communication by developing their listening and speaking skills. Noncredit courses are offered from beginning to

intermediate levels. Credit courses are offered from intermediate to advanced levels.

Please see College Skills category for department information.

Faculty (Noncredit)

Cheo Massion, Sara McKinnon, Patricia Seery

Faculty (Credit)

Rebecca Beal, Barbara Bonander, Beth Patel, Wendy L. Walsh, Blaze Woodlief

Department Phone: 415-485-9644

Placement Testing

College of Marin offers an English as a Second Language placement testing service to provide prospective students with information with which to make informed decisions when enrolling in ESL courses. Students are provided with their test scores. Students registering for ESL courses who need help interpreting their individual placement test scores, and/or deciding whether to register for or remain in an ESL course, can seek assistance from a counselor or their instructor.

For information about the ESL Placement Test, students can call the Testing Office at (415) 485-9469 (located in the Student Services building, Room 18, Kentfield Campus).

ENGLISH AS A SECOND LANGUAGE NONCREDIT COURSES (ESLN; ESLV)

ESLN 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: Credit 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: Credit 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: Credit 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: Credit 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 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 Jobs

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 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 059: Review of Intermediate ESL

3.0 Units. 3.375 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test.

This review course is designed for ESL students who have completed or are in the process of completing the ESL 50 or 60 level, or for ESL students who, through the ESL Placement Test, have qualified for the ESL 60 level.

ESL 060: Intermediate ESL: Listening and Speaking

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test or completion of ESL 40L.

An intermediate course in listening and speaking communication skills recommended for students enrolled in ESL 50-level or 60-level courses. Students are introduced to formal and informal speaking and listening skills to provide a bridge to educational and career opportunities.

ESL 063: High Intermediate ESL: Writing and Grammar

4.0 Units. 4 lecture and 1 TBA hrs/wk. No prerequisite. Advisory: ESL Placement Test or completion of all 50-level ESL courses.

This course is suitable for the high intermediate student with a good foundation in English grammar and writing. The class emphasizes grammatical accuracy and writing a logical sequence of sentences in organized paragraphs. Requires one hour weekly to be arranged in the ESL Lab.

ESL 064: High Intermediate ESL: Grammar

3.0 Units. 3 lecture and 1 TBA hrs/wk. No prerequisite. Advisory: ESL Placement Test or completion of all ESL 50-level courses.

This grammar course is designed to improve the language skills of high intermediate ESL students. Requires one hour weekly to be arranged in the ESL Lab.

ESL 066: High Intermediate ESL: Words II (Vocabulary/Spelling/Reading/Discussion)

4.0 Units. 4 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test or completion of all 50-level ESL courses.

This course provides high intermediate ESL students with practice reading stories, short novels, newspapers and other non-fiction materials. Students are introduced to academic reading and study skills, and learn to use the resources available at the COM Library.

ESL 068: American Topics

2.0 Units. 2 lecture hrs/wk. Repeat: 3. No prerequisite.

This course helps students understand important American topics, past and present, through lectures, reading, and discussion. Examples of topics include the education system, the American Dream, and drugs and drug treatment.

ESL 070: Advanced Pronunciation through Performance

2.0 Units. 2 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test and completion of ESL 58A and 58B or ESL 60.

This course in advanced pronunciation is recommended for intermediate and advanced English learners. Students improve their listening and speaking through performance with skills necessary for communication in English in and out of the classroom.

ESL 073: Low Advanced ESL: Writing and Grammar

4.0 Units. 4 lecture and 1 TBA hrs/wk. No prerequisite. Advisory: ESL Placement Test or completion of all ESL 60-level courses.

In this course, low advanced ESL students review paragraph writing and are introduced to the essay. Intermediate and advanced grammar structures and punctuation are reviewed.

ESL 074: Low Advanced ESL: Grammar

3.0 Units. 3 lecture and 1 TBA hrs/wk. No prerequisite. Advisory: ESL Placement Test or completion of all 60-level ESL courses.

This course is designed for low advanced ESL students who need to refine their understanding of grammar.

ESL 076: Low Advanced ESL: Words III (Vocabulary/Spelling/Reading/Discussion)

4.0 Units. 4 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test or completion of all ESL 60-level courses.

This course improves the reading comprehension and academic vocabulary of low advanced non-native speakers of English. This course includes reading skills, study skills, novel reading, and library research projects.

ESL 078: Current Events for ESL Students

2.0 Units. 2 lecture hrs/wk. No prerequisite. Advisory: ESL Placement Test or completion of all ESL 60-level courses.

This course introduces students to current events, with attention given to contemporary local, national, and international events, using newspapers, magazines, television, films, and radio. Students develop greater awareness of global issues, applying the academic skills they have learned in previous and concurrent ESL classes.

ESL 079: Review of Low Advanced ESL

3.0 Units. 3.375 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

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
Or			
ELND	109F	Principles and Practices of Organic Farming and Gardening - Fall	3
ELND	115S	Plant Identification, Selection, and Propagation - Spring	3
ELND	115F	Plant Identification, Selection, and Propagation - Fall	3
ELND	150	Integrated Pest Management in Landscapes, Farms, and Gardens	3
ELND	160	Soil: Ecology and Management	3
ELND	190	Irrigation of Landscapes, Farms, and Gardens	3
TOTAL MAJOR UNITS			18

CERTIFICATE OF ACHIEVEMENT IN ENVIRONMENTAL LANDSCAPING: LANDSCAPE AND GARDEN DESIGN

REQUIREMENTS			UNITS
ELND	101	Introductory Principles of Sustainable Landscapes, Farms, and Gardens	3
ELND	115S	Plant Identification, Selection, and Propagation - Spring	3
ELND	115F	Plant Identification, Selection, and Propagation - Fall	3
ELND	120A	Landscape Ecology	1.5
ELND	120B	Landcape Ecology	1.5
ELND	140	Introductory Principles of Sustainable Landscape Design	3
ELND	160	Soil: Ecology and Management	3
TOTAL CERTIFICATE UNITS			18

CERTIFICATE OF ACHIEVEMENT IN ENVIRONMENTAL LANDSCAPING: LANDSCAPE, ORGANIC FARM, AND GARDEN PRODUCTION

REQUIREMENTS			UNITS
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

ENVIRONMENTAL LANDSCAPING COURSES (ELND)

ELND 101: Introductory Principles for Sustainable Landscapes, Farms and Gardens

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

An introductory foundation in the practices of sustainable landscaping, farming, and gardening, this course is important for anyone interested in using agricultural resources in an ecologically sound way. It covers key concepts for the development and installation of farms, gardens, or landscapes according to principles of ecological sustainability, and includes concepts such as site analysis, plant selection, soils, and economic and social considerations. (CSU)

ELND 109F: Principles and Practices of Organic Farming and Gardening - Fall

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

Academic study and hands-on training in the basic skills and procedures of organic farming and gardening. Topics include applied soil science, management of long-term soil fertility, establishment of greenhouse systems and applicable methods of plant propagation, a review of basic botany for gardeners, site analysis, and Fall plant selection. (CSU)

ELND 109S: Principles and Practices of Organic Farming and Gardening - Spring

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

Academic study and hands-on training in the basic skills and procedures of organic farming and gardening. Topics include applied soil science, managing long-term soil fertility, establishment of greenhouse systems and applicable methods of plant propagation, a review of basic botany for gardeners, site analysis, and Spring plant selection. (CSU)

ELND 115F: Plant Identification, Selection and Propagation - Fall

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

This course focuses on plants adapted to our climate to create appropriate, sustainable gardens and landscapes. It includes discussions of specific plants, walks in varied landscapes, field trips to local botanical gardens, and demonstrations of seasonal selection of planting materials. (CSU)

ELND 115S: Plant Identification, Selection and Propagation - Spring

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

This introductory course familiarizes students with appropriate plants for Bay Area gardens and landscapes. It features live specimens, in-depth lectures, and field trips. Each plant is discussed with details of name, origin, habitat, growth pattern, size, cultural requirements, methods of propagation, and botanical descriptions. (CSU)

ELND 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 in Landscapes, Farms and Gardens

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

This course covers principles of Integrated Pest Management (IPM), applied to manage a wide variety of life forms including insects, mites, microbes, and unwanted vegetation in landscapes, farms, and gardens. It includes arthropod, microbe and unwanted plant identification, and strategies, tools, and techniques to reduce their impact on plants. The course addresses cultural, biological, and chemical management methods. (CSU)

ELND 160: 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: Landscape, Farm and Garden Estimating and Management

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: ELND 170.

A study of business practices related to the construction of landscapes, farms, and gardens. Includes publications for new jobs, site evaluation, landscape plans (design), and specifications. Topics include office and business practices for the landscape contracting industry, bid document breakdowns, price comparison, capital expenditures, preparation of bid documents, subcontracting, certificates of insurance, lien notices, and as-built drawings. (CSU)

ELND 190: Irrigation of Landscapes, Farms and Gardens

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

This class covers topics essential to providing water, in an ecologically sensitive manner, to plants in farms, gardens, and landscapes. Concepts include soil/water/plant/weather relationships, basic hydraulics, site information, irrigation requirements, and the design and installation of diverse types of irrigation systems. (CSU)

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.

This is the starting point for all those interested in environmental science. The program leading to this certificate introduces students to the major areas of environmental science, provides the basic

background necessary for analysis and solution of environmental problems, gives an overview of some of the most important problems in Marin and provides direct contact with people solving them. It is designed to be completed in two years. It can be added to a College of Marin AA/AS degree to improve transferability to bachelor's programs in environmental science. It can also be earned apart from any degree to show mastery of the basics of the field of environmental science and to increase the diversity of job options in the field.

REQUIREMENTS		UNITS
BIOL/GEOL 138	Introduction to Environmental Science	4
BIOL 110	Introduction to Biology	3
CHEM 105	Chemistry in the Human Environment	3
Or		
GEOL 120	Physical Geology	3
Or		
GEOG 101	Physical Environment	3
BIOL/GEOL 142	Environmental Policy and Decision-Making	3
Or		
BIOL/GEOL 145	Ethics in Science	3
Or		
GEOG 102	Human Environment	3
BIOL 143	Stewardship of Marin Parks and Open Spaces	4
Or		
BIOL 147	Food, People, Health, and the Environment	4
Or		
BIOL 148	Marin County Agriculture	3
TOTAL CERTIFICATE UNITS		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

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 GEOG 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

ETST 110: Introduction to Ethnic Studies

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

A survey course designed to promote academic and professional knowledge of, and sensitivity to, historical and cultural developments important to understanding ethnic groups and their experiences in the United States. Students examine the specific historical and contemporary legacies of race, class, prejudice, diversity, and immigration. The course introduces topics such as multiculturalism, ethnocentrism, cultural relativism, and migration. (CSU/UC) AA/AS Area B & G, CSU Area D-3, IGETC Area 4C

ETST 111: History of African Americans (A)

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: ENGL 120. Please note: ETST 111 is not a prerequisite for ETST 112.

A historical survey of the African/African American experience from developments on the African continent to the beginning of the twentieth century in American history. The course explores Nile Valley cultures, the influences of trade and Islam, European-African interactions, Caribbean and South American developments, slavery in North America, the Civil War, Reconstruction, and the growth of a distinctive African American culture. (CSU/UC) AA/AS Areas B or F & G, CSU Area D-3 or D-6, IGETC Area 4C, CSU US History, Constitution, and American Ideals

ETST 112: History of African Americans (B)

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: ENGL 120. Please note: ETST 111 is not a prerequisite for ETST 112.

This historical survey of the African American experience in the United States from the American Revolution to the twenty-first

century focuses on the history, social movements, and political aspirations of African Americans in the context of American history. Emphasizes the African Diaspora, Black Nationalism, the development of independent separate institutions, and the historical background to the civil rights movement. (CSU/UC) AA/AS Areas B or F & G, CSU Area D-3 or D-6, IGETC Area 4C, CSU US History, Constitution, and American Ideals

ETST 121: History of Latinos in the United States

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

This historical survey of the Latino/Latina experience in North America from pre-Columbian experiences through the contemporary era focuses on the development of a distinctive Latino culture and its political, social, and economic manifestations in the context of American history. (CSU/UC) AA/AS Areas B or F & G, CSU Area D-3 or D-6, IGETC Area 4C, CSU US History, Constitution, and American Ideals

ETST 125: Research Methods and Term Papers in Ethnic Studies

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

This course focuses on the elements of critical thinking and methods of research in the social sciences and develops skills required to organize such thought and research into effective, college level presentations. Students are encouraged to select areas of research from other courses taken during the semester or from areas of special interest including politics, history, economics, education, women's studies, ethnic studies, current issues, and issues of community concern. (CSU/UC)

ETST 151: Native American History

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

This introductory historical survey of Native American cultures of North America from the pre-colonial period to the present emphasizes the diversity of North American Native cultures and their social and political evolution. Key themes include issues of land, political and social interactions with European cultures, and late-twentieth century political and economic developments. (CSU/UC) AA/AS Areas B or F & G, CSU Area D-3 or D-6, IGETC Area 4C, CSU US History, Constitution, and American Ideals

ETST 154: Native American Literature

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

This course surveys Native American literature and culture, focusing on the work of selected Native American authors, both poets and fiction writers, and emphasizing the regional and cultural diversity of Native American cultures and the social issues they face. The course also develops students' creative writing skills and 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

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

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

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)

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.

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)

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
Select a minimum of 18 units from the following:			
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
TOTAL MAJOR UNITS			MINIMUM OF 18

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
TOTAL CERTIFICATE UNITS			12

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 Culture and Literature Go to the Cinema

3.0 Units. 3 lecture hrs/wk. Prerequisite: FREN 101 or equivalent.

This course introduces students to films inspired by classic, significant, and, in many instances, famous literary pieces, emphasizing connections between the novels/stories and their artistic expression in film. This course examines trends in French literature and film, and establishes connections between literature, film, and socio-cultural and political changes in French-speaking countries. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

FREN 108B: French Culture and Literature Go to the Cinema

3.0 Units. 3 lecture hrs/wk. Prerequisite: FREN 101 or equivalent.

This course introduces students to films inspired by twentieth-century cultural developments in French society. The course examines trends in French literature, and establishes connections between socio-cultural and political changes in French-speaking countries and their artistic expression in literature and film. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

FREN 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

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: FREN 110.

Continued use of modern colloquial French in conversation with elementary grammar. Designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar. Continued oral practice in speaking, understanding, and correct pronunciation of French, using audiovisual materials depicting everyday situations. (CSU)

FREN 114: Conversational French III

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: FREN 112.

Continued use of modern colloquial French in conversation with elementary grammar. Designed for students wishing to acquire skills of the spoken language with a minimum of formal grammar. Continued oral practice in speaking, understanding, and correct pronunciation of French, using audiovisual materials depicting everyday situations. (CSU)

FREN 203: Intermediate French III

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 3B and 6; UC Language other than English

FREN 226: Advanced French II

3.0 Units. 3 lecture hrs/wk. Prerequisite: FREN 225.

Advanced French language and civilization through the study of grammar, literature, and the French press, with particular emphasis on present-day France. Advanced-level practice of verbal communication in French. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6; UC Language other than English

GEOGRAPHY

There is a wide diversity of careers that geography offers. Possible avenues for specialization include business, government, teaching, cartography, conservation, land use, photogrammetry, climatology, soil and agriculture, urban and regional planning, resource evaluation, industrial location sites, and marketing research.

Career Options

Cartographer, City Planner, Computer Mapper, Geographic Analyst, International Economist, Land Officer, Location Analyst, Map Curator, Market Researcher, News and Travel Magazine Editor, Soil Conservationist, Teacher, Transportation Planner

Faculty

Dayna Quick

Department Phone: 415-485-9510

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 (6-7 Units):		
GEOG	101 The Physical Environment	3
And		
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
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

GEOGRAPHY COURSES (GEOG)**GEOG 101: The Physical Environment**

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

Description, explanation and world distribution of the natural phenomena that constitute man's physical environment. The phenomena surveyed include earth-sun relationships, weather, climate, soils, and landforms. Principles of map construction and interpretation are also studied. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

GEOG 101L: Physical Environment Laboratory

1.0 Unit. 3 lab hrs/wk. Prerequisite: GEOG 101 or concurrent enrollment.

Practical observations and applications of the geographic grid, atlases and topographic maps; rocks and tectonic activity, weather and climate, and natural vegetation and soils. Exercises are designed to supplement GEOG 101. Classes meet periodically at off-campus locations within Marin County and students are expected to provide their own transportation. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5C

GEOG 102: The Human Environment

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

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

GEOG 112: Meteorology and Climatology

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

This survey course in climatology and meteorology introduces students to the atmospheric sciences and the consequences that face the floral and faunal assemblage of the earth as man and nature continue to alter the atmosphere and subsequent climate. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

GEOG 116: Field Geography, Marin County

1.5 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)

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)

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
GEOG	120	Physical Geology	3
GEOG	120L	Physical Geology Laboratory	1
GEOG	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

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
GEOLOGY 120	Physical Geology		3
GEOLOGY 120L	Physical Geology Lab		1
GEOLOGY 121	Historical Geology		4
GEOLOGY 125	Field Geology I		2.5
Or			
GEOLOGY 126	Field Geology II		2
GEOLOGY 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

GEOLOGY COURSES (GEOLOGY)

GEOLOGY 99: General Science

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as GEOLOGY 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.

GEOLOGY 101: Geological Field Excursions to National Parks

1.0 Unit. 1 TBA hrs/wk. No prerequisite. Corequisite: GEOLOGY 102. There will be three 2-day field trips.

An opportunity to see and understand more fully the geology, landforms, and natural environment of national parks. The course is repeatable if different national parks are studied. (CSU)

GEOLOGY 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)

GEOLOGY 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

GEOLOGY 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)

GEOLOGY 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

GEOLOGY 110: Earth Science

3.0 Units. 3 lecture hrs/wk. No prerequisite. Not open to students who have taken or are taking GEOLOGY 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

GEOLOGY 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

GEOLOGY 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)

GEOLOGY 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

GEOL 120L: Physical Geology Laboratory

1.0 Unit. 3 lab hrs/wk. Prerequisite: GEOL 120 or concurrent enrollment.

This laboratory involves hands-on interaction with minerals, rocks, maps, and geologic computer programs. This course is meant as a complement to GEOL 120 (Physical Geology), though students may take the courses at separate times. Field trips to local areas of interest may be included. (CSU/UC) AA/AS Area A, CSU Area B-3, IGETC Area 5C

GEOL 121: Historical Geology

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisites: GEOL 120 and 120L.

The study of the evolution, over geologic time, of the land and life forms of the planet Earth as observed in the rock and fossil record. The course examines the dynamic changes in the surface condition of the Earth's environment--the very alterations that have caused five mass extinctions in the biosphere. Students evaluate the evolution of landscapes by observing them firsthand, in the field. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A and 5C

GEOL 125: Field Geology I

2.5 Units. 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. Repeat: 3. Prerequisite: GEOL 120. Corequisite: GEOG 101. Contact instructor before enrolling.

The study of geologic phenomena in selected areas of the Western United States. The course covers fundamental principles of field geology including rock identification, geologic mapping, and structural interpretation of various terrains. Students must be in good physical condition. (CSU/UC)

GEOL 127A: Extended Field Studies

1.5 Units. 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. Repeat: 3. Prerequisite: GEOL 120.

A two-week field investigation of selected areas in the Western United States. Students emerge from this field experience with a suite of rocks, minerals and fossils of various time periods, and an appreciation of the unique geology of the West and of the science of geology in general. (CSU)

GEOL 128: Geologic Studies of Point Reyes and the San Andreas Fault

2.0 Units. A three-hour meeting is required at the beginning for logistics. Five eight-hour sessions. Repeat: 1. 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 40 hours at geologically unique locations chosen to illustrate the geological features and geological history of this portion of the county through field lecture, direct observation and geological exercises. (CSU)

GEOL 129: Field Studies of Marin East of the San Andreas Fault

2.0 Units. A three-hour meeting is required at the beginning for logistics. Five eight-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 40 hours at geologically unique locations chosen to illustrate the geological features and geological history of this portion of the county through field lecture, direct observation and geological exercises. (CSU)

GEOL 140: Environmental Field Techniques

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

This course is designed to teach the fundamentals of environmental sampling and monitoring. Topics include surveying and mapping; data collection and management; and hydrological, geological, and biological assessment methods. This course is field based, and emphasizes the mastery of practical field techniques. (CSU)

GEOL 142: Environmental Policy and Decision-Making

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as GEOL 142, BIOL 142, or ENV 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 physi-

cal 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

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
Choose 13-14 units from the following list:			
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
TOTAL CERTIFICATE UNITS			16-17.5

HEALTH EDUCATION COURSES (HED)

HED 112: Drugs and Society

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

This course covers the historical, sociological, physiological, pharmacological, and legal aspects of drugs, and emphasizes the effects of tobacco, alcohol, narcotics, restricted drugs, and other substances. Nutrition, genetics, environment, and poly-drug factors concerning drug actions are discussed. The various education, prevention, treatment, and rehabilitation approaches to the problem of drug abuse are covered. (CSU) CSU Area E

HED 114: Introduction to Kinesiology

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as HED 114 or 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)

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 119: Effective Teaching Strategies in Wellness and Fitness

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: HED 116 or KIN 116. Can be taken as HED 119 or KIN 119; credit awarded for only one course.

This course is designed to help students become more effective wellness and fitness professionals. Students develop a toolbox of practical teaching, learning and evaluation methods to increase their ability to convey their knowledge to others in this field and more successfully impact their future clients, students, or athletes. (CSU)

HED 130: Contemporary Health Issues

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

This course includes, but is not limited to, the study of physical and psychological health, creating healthy relationships, avoiding and overcoming harmful habits, prevention of disease, and developing healthy lifestyles. (CSU/UC) CSU Area E

HED 140: Stress Management and Health

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

This course examines the theoretical framework of stress and stress-management techniques. Areas of study include defining stress, understanding psychological theories of stress, causes of stress, and health consequences of stress. Students examine and analyze strategies to manage and cope with stress, such as time management, relaxation techniques, communication skills, diet, and exercise. (CSU/UC) CSU Area E

HED 143: Introduction to Sports Medicine

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: KIN 107 or BIOL 107. Can be taken as HED 143 or KIN 143; credit awarded for only one course.

This course introduces methods of prevention, recognition, evaluation, rehabilitation, reconditioning, taping, and immediate care of athletic injuries to the upper and lower extremities. The course can benefit coaches from all sports, students interested in the athletic training profession, and the physically active individual. Anatomy, mechanism-of-injury, and pathology are stressed. (CSU/UC)

HED 216A: American Red Cross Lifeguard Training

1.5 Units. 1 lecture and 1.5 TBA hrs/wk. Repeat: 3. Prerequisite: Students must be able to perform the following pretest: [1] Tread water continuously in the diving pool for two minutes using legs only; [2] Swim 500 yards continuously with no time limit using the following strokes: crawl stroke, breast stroke, side stroke for at least 100 yards each; [3] Submerge to a minimum depth of seven feet and retrieve a ten-pound object and return to the surface with the object at no time limit. Can be taken as HED 216A or KIN 216A; credit awarded for only one course.

This course is designed for those desiring to fulfill the requirements for the American Red Cross Lifeguard Certification. (CSU)

HISTORY

History is an evolving record of human emotions, human aspirations, and human successes and failures. Historians deal with goals, fears, interests, and prejudices of people in the past and the impact of their thoughts and actions on the people of today and tomorrow. The study of history is a valuable adjunct for many careers both inside and outside of the social sciences.

Career Options

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
Required Core Courses:			
HIST	117	History of the United States I	3
HIST	118	History of the United States II	3
List A - select two courses:			
HIST	101	World History I: Origins of the Major Traditions	4
Or			
HIST	110	Western Civilization I: to 1350	3
And			
HIST	111	Western Civilization II: 1350 to 1815	3
HIST	102	World History II: Evolution of the Modern World	4
Or			
HIST	112	Western Civilization III: the 19th and 20th Centuries	3
List B - select one course from each area:			
Area 1:			
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
Or			
HIST	102	World History II: Evolution of the Modern World	4
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
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
Area 2:			
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**

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

HIST 102: World History II: Evolution of the Modern World

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

Beginning with the overseas voyages of discovery during the 15th century C.E., this course traces the growing complexity of global interaction associated with early modern societies in their pre-industrial phases. The focus includes demographic, institutional, cultural, material, and epidemiological aspects of trans-continental and trans-oceanic exchanges. The second half of the course examines societies from a global perspective as they come to be transformed by the revolutionary forces of industrialization and secular ideologies, producing the rise and fall of states and empires, the unleashing of two world wars and countless regional conflicts, and redefining

the nature of a contemporary world increasingly globalized and interdependent, but fraught with perils and challenges. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

HIST 103: Science, Technology, and Civilization

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

This course is a nontechnical introduction to the history of science and technology, examining their impact on civilization, including significant social, political, religious, ethical, artistic and intellectual repercussions resulting from scientific and technological advances. Themes and topics include (but are not limited to) the Neolithic Revolution, ancient Greek mathematics and cosmology, Islamic civilization, Chinese alchemy, the Copernican Revolution and Newtonian synthesis, the industrial and biological revolutions of the eighteenth and nineteenth centuries, and twentieth century transformations (relativity, the atom, genes and DNA, cyberspace, string theory). (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

HIST 109: History of California

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

A survey of California's past through the Native American, Spanish, Mexican, and American periods. Among the topics covered are the California missions, the Gold Rush era, San Francisco's "Victorian" era, and recent political, economic, social, cultural and democratic developments. (CSU/UC) AA/AS Areas B & G, CSU Area D-6, IGETC Area 4

HIST 110: Western Civilization I: to 1350

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

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 develop-

ment and motivation. (CSU/UC) AA/AS Area B and C, CSU Areas C-2 and D-6, IGETC Area 4

HIST 117: History of the United States I

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

A survey of the economic, political, social, and cultural 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

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

HIST 125: Research Methods and Term Papers in History

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

This course focuses on the elements of critical thinking and methods of research in the social sciences and develops skills required to organize such thought and research into effective, college level presentations. Students are encouraged to select areas of research from other courses taken during the semester or from areas of special interest including politics, history, economics, education, women's studies, ethnic studies, current issues, and issues of community concern. (CSU/UC)

HIST 206: History of Russia

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

This course surveys Russian history from the earliest times through the collapse of the Soviet Union and the emergence of its successor states. It emphasizes the unique features of Russia's past and commonalities Russian history shares with histories of other societies and traditions. Special attention is given to the nature and demise of the Soviet Union, and to the transitional and successor states of the late twentieth and early twenty-first centuries. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

HIST 211: Women in American History and Politics

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as HIST 211 or POLS 211; credit awarded for only one course.

This course, a social and political history of women and women's movements in American society, examines the development of American institutions and ideals with respect to women's roles and status; analyzes women's relationship to economic, political, and social processes; explores cultural models of womanhood; and examines how women define themselves and how they have enacted change. Key themes include the diversity of American women and developing a framework for understanding gender in relation to race, ethnicity, class, sexuality, and religion. Includes research in both

primary and secondary sources. (CSU/UC) AA/AS Areas B, F, or G; CSU Areas D-4, D-6, and D-8; IGETC Area 4

HIST 212: History and Politics of Modern Asia

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as HIST 212 or POLS 212; credit awarded for only one course.

This course introduces the history and politics of Asia since 1945, including the study of East, South, and Southeast Asia. The course emphasizes the political outcomes of the development of Asia as a consequence of both internal societal influences as well as external political and economic pressures. (CSU/UC) Area D-6 and D-8 IGETC Area 4

HIST 214: History of Latin America

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

A historical survey of Latin America beginning with pre-Columbian societies. The survey investigates European colonization, colonial culture combined with native culture and national emergence in the nineteenth century. It also covers the economic maturity of the twentieth century, the emergence of indigenous culture, and Latin America's striving for independent identity. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

HIST 216: History of Mexico

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

A study of Mexico beginning with pre-Columbian societies, this course examines how the social, cultural, and political changes under Spanish colonization led to the independence movement and a search for national identity. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

HIST 238: History of Africa

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

A historical and political survey of the African continent, from the early geographical and anthropological background to twenty-first-century African developments. The course provides a basis for understanding the developments that have shaped the various peoples, countries, and regions of Africa. Key themes include unity with diversity, influences of geography and trade, Nile Valley cultures, Africa's contacts with Europe and Asia, influences of colonialism and independence, and the global realities of twenty-first century Africa. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

HUMANITIES

Courses in humanities enable students to seek an understanding of a broad cross section of cultural experience through such disciplines as literature, art, and other visual forms.

Career Options

Classicist, Journalist, Minister, Peace Corps Worker, Teacher

Faculty

John Marmysz

Department Phone: 415-485-9348

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
Nine units in humanities to be chosen from the following:			
HUM	100A	Introduction to Humanities: Ancient Greece to Medieval Period	3
HUM	100B	Introduction to Humanities: Renaissance to the Modern Period	3
HUM	118	Introduction to World Religion	3
HUM	125	Myth, Symbol, and the Arts	3
In addition, 9 units to be chosen from the following:			
(Please note: Students may not repeat courses chosen from the humanities courses listed above.)			
Architectural History			
ARCH	100	History of Architecture I	3
ARCH	101	History of Architecture II	3
ARCH	102	History of Architecture III	3
Art History			
ART	101	History of Ancient Art	3
ART	102	History of European Art	3
ART	103	History of Modern Art	3
ART	104	History of Asian Art	3
ART	105	History of Contemporary Art	3
ART	106	History of Women Artists	3
ART	107	History of American Art	3
ART	108	Arts of the Americas (also offered as ETST 108 or HUM 108)	3
Dance History			
DANC	108	Dance History: Dancing – The Pleasure, Power, and Art of Movement	3
Film History and Criticism			
HUM/COMM	109A	History of Film: Beginning to 1950	4
HUM/COMM	109B	Analysis and History of Contemporary Media	3
History of Theatre			
DRAM	110	Introduction to the Theatre	3
DRAM	112	Drama: Play, Performance Perception	3
DRAM	116	Survey of Dramatic Literature: Ancient Greek to the Present	3
DRAM	117	Survey of Dramatic Literature: Shakespeare and His Theatre	3
Humanities			
HUM	100A	Introduction to Humanities: Ancient Greece to Medieval Period	3
HUM	100B	Introduction to Humanities: Renaissance to the Modern Period	3
HUM	118	Introduction to World Religion	3
HUM	125	Myth, Symbol, and the Arts	3
Literature			
ENGL	212	Introduction to Poetry	3
ENGL	218	The American Short Story	3
ENGL	219	Voices and Visions	3
ENGL	220	Detective Fiction	3
ENGL	221A	Survey of American Literature I	3
ENGL	221B	Survey of American Literature II	3
ENGL	222	Survey of English Literature I	3
ENGL	223	Survey of English Literature II	3
ENGL	224	Survey of World Literature I	3
ENGL	225	Survey of World Literature II	3
ENGL	230	Survey of Shakespeare	3
ENGL	235	Women in Literature	3
Music History			
MUS	101	Introduction to Classical Music	3
Philosophy			
PHIL	110	Introduction to Philosophy	3
PHIL	111	Introduction to Ethics	3
PHIL	117	History of Philosophy: Late Modern to Contemporary	3

TOTAL MAJOR UNITS

MINIMUM OF 18

HUMANITIES COURSES (HUM)

HUM 100A: Introduction to Humanities: Ancient Greece to the Medieval Period

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent.

This humanities sequence introduces students to Western culture. This course focuses on the epics, philosophy, and architecture of Greek and Roman culture, and the themes and conflicts the modern world has inherited. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

HUM 100B: Introduction to Humanities: Renaissance to the Modern Period

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent.

This humanities sequence introduces students to Western culture. This course focuses on the developing Renaissance and the impact on Europe's "rebirth" of Asian and Arabic ideas; the scientific revolution of Shakespeare's England; the political revolutions of the seventeenth and eighteenth centuries; Romanticism; the new paradigms of Freud, Marx, and Darwin; and the Age of Anxiety. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

HUM 108: History of Arts of the Americas

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

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

HUM 109A: History of Film: Beginning to 1950

4.0 Units. 4 lecture hrs/wk. No prerequisite. Can be taken as HUM 109A or FILM 109A; credit awarded for only one course.

This course offers a chronological survey of narrative film as art, business, technology, and politics from the beginning of the movies in the 1890s to post World War II. Periods and movements covered include the Silent Era, German Expressionism, Soviet Avant Garde and editing of the 1920s, French classicism, American Studio Period and sound, as well as the history of censorship in the United States. Classroom screenings of representative films. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

HUM 109B: 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.

The cultural diversity and complex history of our globalized world are explored through a variety of contemporary writings. Discussion and analyses of representative texts focus on colonial exploitation, political domination, liberation, formations of racism, gender inequality, expressions of cultural power, ethnic conflict and division, immigration and migrancy, and processes of globalization. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

INDEPENDENT STUDY

Independent study courses are offered in most disciplines and are designed to give students an opportunity to participate in enriched academic experiences not covered within the scope of available curriculum offerings. Students plan and execute a project under an instructor’s direction.

Students interested in registering for independent study should contact the discipline instructor to obtain an Application for Independent Study (instructor contract). The completed Application and an Add Card must then be submitted to the Office of 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

Andrei Barashkov, 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
Select a minimum of 18 units from the following:			
ITAL	101	Elementary Italian I	4
ITAL	102	Elementary Italian II	4
ITAL	203	Intermediate Italian III	4
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	204	Intermediate Italian IV	4
ITAL	225	Advanced Italian I	3
ITAL	226	Advanced Italian II	3
ITAL	228	Italian Conversation and Culture Through Film	1
TOTAL MAJOR UNITS			MINIMUM OF 18

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
TOTAL CERTIFICATE UNITS			12

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 Culture Through Cinema

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: ITAL 101.

This course introduces students to prominent films that portray historical and sociocultural aspects of Italian society. Topics include fascism, colonialism, World War II, the Holocaust, the economic struggle and miracle of postwar Italy, organized crime, and the role of Italy in the modern world. (CSU/UC) CSU Area C-2, IGETC Area 3B

ITAL 110: Conversational Italian I

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

Use of modern colloquial Italian in conversation and the study of elementary grammar. Designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar. Oral practice in speaking, understanding, and correct pronunciation of Italian, using online and audiovisual materials depicting everyday situations. (CSU)

ITAL 112: Conversational Italian II

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: ITAL 101 or 110.

Continued use of modern colloquial Italian in conversation and the study of elementary grammar. Designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar. Continued oral practice in speaking, understanding, and correct pronunciation of Italian, using audiovisual materials depicting everyday situations. (CSU)

ITAL 114: Conversational Italian III

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: ITAL 102 or 112.

Continued use of modern colloquial Italian in conversation and the study of elementary grammar. Designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar. Continued oral practice in speaking, understanding,

and correct pronunciation of Italian, using online and audiovisual materials depicting everyday situations. (CSU)

ITAL 203: Intermediate Italian III

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.

This course is aimed at expanding students' knowledge of Japanese language, culture, history, ways of thinking and geography, through the study of advanced grammar, literature, essays and newspaper articles. Emphasizes the acquisition of an advanced level of verbal expression in discussion, reading and writing. (CSU/UC) 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.

This course is aimed at further expanding students' knowledge of Japanese language, culture, history, ways of thinking and geography, through the study of advanced grammar, literature, essays and newspaper articles. Emphasizes the acquisition of an advanced level of verbal expression in discussion, reading and writing. (CSU/UC) 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 photojournalism. 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)

JOUN 122: Newspaper and Media Production I

3.0 Units. 9 lab hrs/wk. Repeat: 1. No prerequisite. Advisory: JOUN 115 or ENGL 150.

This laboratory course gives students the opportunity to apply their knowledge and skills in news writing and reporting for all journalistic-based media. Students in this course serve as the editorial board of the student newspaper, “The Echo Times,” together with JOUN 123, they produce the newspaper and its website. Students produce summaries and special leads, headlines, story and page designs. (CSU)

JOUN 123: Newspaper and Media Production II

3.0 Units. 9 lab hrs/wk. Repeat: 1. No prerequisite.

This laboratory course gives students who wish to help produce the student newspaper and work on its website, but who do not wish to be writers for the paper, the opportunity to develop their knowledge and skills in a variety of journalistic publication functions, including advertising, circulation, graphics, photography, desktop publishing, website design and maintenance, and development of digital journalism products such as audio slideshows. Together with JOUN 122, students in this class produce the student newspaper and website. (CSU)

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, Warren Lager, 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. The student learning outcomes for the degree are 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.

To complete the Associate in Arts in Kinesiology 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, 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.
- 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
Required Core:			
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
List A. Select two courses:			
MATH	115	Probability and Statistics	4
Or			

STAT	115	Introduction to Statistics	4
CHEM	115	Survey of Organic and Biochemistry	5
Or			
CHEM	131	General Chemistry	5
PHYS	108A	General Physics	4
Or			
PHYS	207A	Mechanics and Properties of Matter	5
FIRE	215	Advanced First Aid/First Responder	3
Total Major Units			23 - 26
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

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.

REQUIREMENTS			UNITS
Choose 12 units from:			
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	120	Introduction to Sport and Exercise Psychology (also offered as PSY 130)	3
KIN	121	Personal Trainer Certification Course	3.5
KIN/HED	143	Introduction to Sports Medicine	3
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
**And choose 6 units from:			
KIN	110ABCD	Mat Pilates	1
KIN	112ABCD	Zumba	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	169ABCD	Weight Training	1
KIN	173ABCD	Yoga	1
KIN	175	Intercollegiate Baseball	2
KIN	176	Intercollegiate Basketball	2
KIN	180	Intercollegiate Soccer	2
KIN	181	Intercollegiate Softball	2
KIN	182	Intercollegiate Volleyball	2
KIN	183	Intercollegiate Swimming	2
KIN	185	Intercollegiate Track and Field	2
KIN	190	Baseball Theory	1.5
KIN	191	Soccer Theory	1.5
KIN	192	Basketball Theory	1.5

KIN	193	Swimming Theory	1.5
KIN	194	Volleyball Theory	1.5
KIN	196	Softball Theory	1.5
KIN	198	Track and Field Theory	1.5
TOTAL MAJOR UNITS			18

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.

REQUIREMENTS			UNITS
KIN	121	Personal Trainer Certification Course	3.5
Choose 13-14 units from the following list:			
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 Any two physical activity courses (one unit each)	2
TOTAL CERTIFICATE UNITS			16.5-17.5

KINESIOLOGY COURSES (KIN)

KIN 107: Human Biology

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

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

KIN 110ABCD: Mat Pilates

1-2 Units. 3-6 activity hrs/wk. No prerequisite.

This sequence of courses, from beginning to advanced levels, introduces the Pilates method of body conditioning, emphasizing core musculature as it applies to everyday movement, and developing core strength, posture, breath control, body alignment and flexibility. Benefits include balance, body awareness, relaxation, injury prevention, stress reduction and increased self-confidence. (CSU/UC) AA/AS Area H

KIN 112ABCD: Zumba Fitness

1-2 Units. 3-6 activity hrs/wk. No prerequisite.

Zumba is a fusion of Latin and international music-dance themes, creating a dynamic, exciting, effective fitness system. This sequence of courses, from beginning to intermediate levels, features aerobic/fitness interval training and resistance training with a combination of fast and slow rhythms that maximize caloric output and tone and sculpt the body. (CSU/UC) AA/AS Area H

KIN 114: Introduction to Kinesiology

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as HED 114 or PE 114; credit awarded for only one course.

This course introduces 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)

KIN 117ABCD: Basketball

0.5-2 Units. 2-6 activity hrs/wk. No prerequisite.

This sequence of courses, from beginning to advanced levels, is designed for all students interested in playing basketball. Individual offensive, defensive and team concepts of basketball are emphasized. (CSU/UC) AA/AS Area H

KIN 118: Sports Nutrition for Health and Performance

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as KIN 118 or HED 118; credit awarded for only one course.

This course is designed for personal fitness trainers, athletes, coaches and parents seeking sports-specific nutrition for aerobic, anaerobic and speed-endurance training. Topics include fueling the athlete, energy systems, metabolism, hydration, sports nutrition products, ergogenics, weight management, and sports-specific nutritional needs to improve athletic performance. (CSU)

KIN 119: Effective Teaching Strategies in Wellness and Fitness

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: HED 114 or KIN 114. Can be taken as HED 119 or KIN 119; credit awarded for only one course.

This course is designed to help students become more effective wellness and fitness professionals. Students develop a toolbox of practical teaching, learning and evaluation methods to increase their ability to convey their knowledge to others in this field and more successfully impact their future clients, students, or athletes. (CSU)

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)

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 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 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 169ABCD: Weight Training

0.5-2 Units. 2-6 activity hrs/wk. No prerequisite.

This sequence of courses, from beginning to advanced levels, introduces the basic principles of fitness using a variety of modalities including weight machines and free weights. Students create an individual fitness program with a focus on proper technique and injury prevention. (CSU/UC) AA/AS Area H

KIN 173ABCD: Yoga

0.5-2 Units. 2-6 activity hrs/wk. No prerequisite.

This sequence of courses, from beginning to advanced levels, focuses on the physical aspects of yoga, emphasizing proper alignment to maximize the benefits of the practice. Students develop strength, flexibility, endurance, and grace in the poses. (CSU/UC) AA/AS Area H

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 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 190: Baseball 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 baseball program at any level. Emphasizes the development of individual technique and skills. (CSU/UC) AA/AS Area H

KIN 191: Soccer Theory

1.5-2 Units. 1 lecture and 1.5 lab hrs/wk 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: Basketball Theory

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: Swimming Theory

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: Volleyball Theory

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: Track and Field 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 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) 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
First Semester			
MACH	130	Welding I	2
MACH	140	Intermediate Machine Tool Processes	4
MACH	145	Computer Numerical Control Machining/Mill	3
MACH	165	Blueprint Reading for the Machine Trades	2
Second Semester			
CIS	101	Introduction to Personal Computers and Operating Systems	1.5
ELEC	100	Fundamentals of Electronics	2
MACH	97	Machine Trades Math	2

MACH	155	Computer Numerical Control Machining/Lathe	3
MACH	240	Advanced Machine Tool Processes	4
Third Semester			
ENGG	256	Practical Materials Science	3
MACH	131	Welding II	2
MACH	250	Applications of Machine Tool Technology	2
WE	298B	Occupational Work Experience B	2
TOTAL MAJOR UNITS			32.5

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. May be taken three times for credit. (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

George Golitzin, Laurie Ordin, Irina Roderick, Frederick Schmitt, Maria Young, 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:			
List A:			
MATH	116	Linear Algebra	3
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

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 mathematics courses. Students are provided with their test scores. Students registering for mathematics courses who need help in interpreting their placement test scores, and/or in deciding whether to register for or remain enrolled in a mathematics course, can seek assistance from a counselor or their mathematics instructor.

For information about the Mathematics Assessment Test, students can call the Testing Office at (415) 485-9469 (located in the Student Services Center, Room 238, Kentfield Campus) or (415) 883-2211, ext. 8510 (Indian Valley Campus).

All mathematics courses may be taken for a letter grade or pass-no pass. In general, courses required for a transfer student’s four-year major should be taken on a letter grade basis.

BASIC SKILLS MATH COURSES - NONTRANSFERABLE

MATH 025: Coping with Math Anxiety

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

A four-week course designed to help all students from all areas confront and deal with their fears and anxieties with mathematics.

MATH 085: Arithmetic Skills

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: COUN 125.

The fundamentals of arithmetic with emphasis on computational skills. Topics include addition, subtraction, multiplication, and division of whole numbers, problem solving, applications, and an introduction to decimals.

MATH 095: Basic and Intermediate Math Skills

3.0 Units. 3 lecture hrs/wk. Prerequisite: Math 85 or sufficient score on Math Assessment Test.

This course covers addition, subtraction, multiplication, and division of whole numbers, fractions, mixed numerals, and decimals; square roots, percents, and applications of arithmetic to include ratio and

proportion; some pre-algebra topics; and measurement to include area and volume. This course or its equivalents satisfy the prerequisite for Math 101. The course is offered in two additional modes: in a self-paced mode in the Math Lab (Math 95XY), and in a two-semester lecture/discussion mode (Math 95AB).

MATH 095X: Basic Math Skills

1.0 Unit. 1 lecture and 3 lab hrs/wk. Prerequisite: Math 85. Approximately four hours weekly in the Math Lab for eight weeks or until the course is completed.

Taken with Math 95Y, this course is equivalent to Math 95. It is designed for students who wish to develop basic mathematics skills in a self-paced environment. Topics include addition, subtraction, multiplication, division, square roots, prime numbers, greatest common divisors, least common multiples, and arithmetic of whole numbers. Fractions and decimals are used in applied problems. Ratio and proportion to include applications.

MATH 095Y: Intermediate Math Skills

1.0 Unit. 1 lecture and 3 lab hrs/wk. Prerequisite: Math 95A or Math 95X. Approximately four hours weekly in the Math Lab for eight weeks or until the course is completed.

Taken with Math 95X, this course is equivalent to Math 95. It is designed for students wishing to develop intermediate mathematics skills in a self-paced environment. Topics include percent; elementary statistics to include averages and graphs; measurement to include length, area and volume; pre-algebra, and applications.

COLLEGE LEVEL MATH COURSES - NONTRANSFERABLE

MATH 101: Elementary Algebra

5.0 Units. 5 lecture hrs/wk. Prerequisite: Math 95 or 95B or 95Y or sufficient score on Math Assessment Test.

A one-semester introduction to elementary algebra. Topics will include linear equations, inequalities, systems with applications, polynomials, rational expressions, exponents, roots, radicals, and quadratic equations. This course or its equivalents satisfy the prerequisite for Math 103. The course is offered in two additional modes: in a self-paced mode in the Math Lab (Math 101XY), and in a two-semester lecture/discussion mode (Math 101AB).

MATH 101A: Elementary Algebra I

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 101AB 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 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

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

MATH 109: Pre-Calculus College Algebra and Trigonometry

5.0 Units. 5 lecture hrs/wk. Prerequisite: 103 or 103AB or 103XY or satisfactory score on Math Assessment Test.

An intensive, combined course in pre-calculus, algebra, and trigonometry, intended to prepare students for calculus. Topics include

polynomial, rational, exponential, logarithmic and trigonometric functions; the binomial theorem; arithmetic and geometric sequences and series; mathematical induction; trigonometric identities; polar coordinates; conic sections; vectors; and applications of right angle trigonometry. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH 115: Probability and Statistics

4.0 Units. 4 lecture hrs/wk. Prerequisite: Math 103 or 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

MATH 116: Linear Algebra

3.0 Units. 3 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

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

MATH 121: Calculus I with Applications

3.0 Units. 3 lecture hrs/wk. Prerequisite: Math 103 or 103AB or 103XY or satisfactory score on Pre-Calculus Assessment Test.

Topics include limits, continuity, derivatives, integrals, exponential, and logarithmic functions. Standard applications of the derivative to drawing graphs of functions of one real variable and to optimization problems are included. Business applications of profit maximization and consumer/producer surplus are covered. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH 122: Calculus II with Applications

3.0 Units. 3 lecture hrs/wk. Prerequisites: Math 121, and Math 104 or 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

MATH 124: Analytic Geometry and Calculus II

5.0 Units. 5 lecture hrs/wk. Prerequisite: Math 123.

A continuation of Math 123 to include the inverse function theorem for functions of one real variable, derivatives of inverse trigonometric, exponential, logarithmic, hyperbolic and inverse hyperbolic functions. Introduction to first order ordinary differential equations, techniques of integration, improper integrals, indeterminate forms, sequences, series, power series functions, and the calculus of parameterized plane curves. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH 199: Seminar for Tutors

2.0 Units. 2 lecture hrs/wk. Repeat: 1. 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

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

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
Select one from the following (3 units total)			
BOS	151	Electronic Office Skills	3
CIS	170	Windows OS for PC Users	3
TOTAL MAJOR UNITS			32

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
Select one from the following (3 units total)			
BOS	151	Electronic Office Skills	3
CIS	170	Windows OS for PC Users	3
TOTAL MAJOR UNITS			19.5

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.

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 one from the following (3 units total)			

BOS	151	Electronic Office Skills	3
CIS	170	Windows OS for PC Users	3
TOTAL MAJOR UNITS			26

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. Note: Students are required to complete English 150 for the associate degree. 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
MMST	213	Internship in Multimedia	3
TOTAL CORE UNITS			12.5

Specialties

In addition to the core requirements listed above, each Multimedia Studies degree and Certificate of Achievement student will complete one of the following specialties:

AUTHORING SPECIALTY

Provides training and experience of digital media as it applies to website design, development, and promotion with an emphasis on skills related to the production of interactive content for delivery over the web.

REQUIREMENTS			UNITS
MMST	131A	Web Design I	3
MMST	131B	Web Design II	3
MMST	131C	Web Design III	3
MMST	134A	Interactive Media Design I	3
MMST	134B	Interactive Media Design II	3
MMST	200A	Authoring: Portfolio Development	3
TOTAL MAJOR UNITS			27.5 including core

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
TOTAL MAJOR UNITS			27.5 including core

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	3D I: 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	Video Effects I: Transitions and Titles	3
MMST	200E	Entertainment: Portfolio Development	3
TOTAL MAJOR UNITS			27.5 including core

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.

ment program or may constitute a skill set that enables a student to upgrade or advance in an existing career. Skills Certificates require less than 18 units and are shorter in duration than the Certificates of Achievement.

Multimedia Studies Skills Certificates

Each Multimedia Studies Skills Certificate student must complete the required courses as outlined for the specific certificate(s):

REQUIREMENTS			UNITS
Multimedia 3-D Skills Certificate			
MMST	124	Beginning Modeling, Texturing, and Animation in 3DS Max	3
MMST	163	3D Character Animation: Complex Lighting and Materials	3
*MMST	173	Intermediate 3D Modeling and Animation (Level II)	3
*inactive course; see department for course substitution			
Multimedia Print Design Skills Certificate			
MMST	150	Photoshop I: Intermediate Techniques	3
MMST	160	Photoshop II: Calibration and Printing	3
MMST	183	Design III: Page Layout	3
MMST	193	Print and Packaging Design	3
Multimedia Web Authoring Skills Certificate			
MMST	131A	Web Design I	3
MMST	131B	Web Design II	3
MMST	131C	Web Design III	3

MULTIMEDIA STUDIES COURSES (MMST)

MMST 101: Orientation to Multimedia

0.5 Unit. 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 a wide range of digital media content, including interactive media, mobile media, search engines, streaming video and audio, podcasts, online communities, blogs, wikis and other social media. (CSU)

MMST 111: Multimedia Production

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

An opportunity to explore the different aspects and content of multimedia projects. Students are introduced to team development and production schedules as they learn the basic tools and methods for developing graphics, sound, video, and authored environments that simulate real-life projects and deadlines. (CSU)

MMST 112: 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)

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 124: Beginning Modeling, Texturing, and Animation in 3DS Max

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

This foundation class provides working knowledge, resources, and learning techniques for 3D software. The class covers beginning 3D modeling and texturing to create models appropriate for real-time and pre-rendered contexts, animating non-character assets using the broad toolset available to 3D animators, and character animation using simple deformations. Students develop self-evaluation techniques to expand the skills necessary to produce photo-real or fantasy models. (CSU)

MMST 125: Intermediate Modeling and Texturing in 3DS Max

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 124.

This course emphasizes modeling/texturing usable assets for real-time and pre-rendered contexts. Animating non-character assets, using the broad toolset available to 3D animators, and/or character animation using simple deformations. Techniques are reviewed and refined to build self-evaluation skills and to produce usable photo real or fantasy models, with focus on control using available tools. (CSU)

MMST 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 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: Calibration and Printing

3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 150.

This course provides advanced knowledge of techniques and practices for successful printing of digital images and artwork. It includes advanced creative and production techniques to prepare students for professional-level projects. Completed work is suitable for portfolios or exhibiting. (CSU)

MMST 161: 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 163: 3-D Character Animation: Complex Lighting and Materials

3.0 Units. 2.5 lecture and 2.5 lab hrs/wk. No prerequisite.

This class focuses on 3-D lighting and how to dress it for believability, including atmospheres and particle systems, as well as special effects such as glows, flares, and blurs. The course develops skills in setting up lights, atmospheres, particle systems, and cameras, in

building believable textures, and in creating environments for 3-D animation or game play. (CSU)

MMST 166: Video Effects I: Transitions and Titles

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: MMST 146.

This course offers intermediate video editing techniques using effects for effective transitions, titles, and animations. Topics include Chroma keys, Photoshop source material, animation, titles, and color effects. Through hands-on exercises and projects, the course develops creative and technical skills. (CSU)

MMST 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: Video Effects II: Advanced Techniques

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

This course offers advanced video editing techniques using effects. Topics include 3D, motion tracking, character animation, and color. Through hands-on exercises and projects, the course develops creative and technical skills using dynamic effects for motion and composites. (CSU)

MMST 183: Design III: Page Layout

3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite. Advisory: MMST 150 and 151.

This course provides basic knowledge of layout design as it applies to printed media and paperless publishing. Design and layout skills are developed through hands-on projects. (CSU)

MMST 193: 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 210A: Advanced Project: Authoring

0.5 Unit. 1.5 lab hrs/wk. No prerequisite.

This course provides the opportunity to design and implement a group or individual authoring project, and a forum for discussing and testing potential project ideas. Students receive guidance and support to complete their projects. Intended for students who need assistance not available in other multimedia authoring classes. (CSU)

MMST 210D: Advanced Project: Design

0.5 Unit. 1.5 lab hrs/wk. No prerequisite.

This course provides the opportunity to design and implement a group or individual design project, and a forum for discussing and testing potential project ideas. Students receive guidance and support to complete their projects. Intended for students who need assistance not available in other multimedia design classes. (CSU)

MMST 210E: Advanced Project: Entertainment

0.5 Unit. 1.5 lab hrs/wk. No prerequisite.

This course provides the opportunity to design and implement a group or individual entertainment project, and a forum for discussing and testing potential project ideas. Students receive guidance and support to complete their projects. Intended for students who need assistance not available in other multimedia entertainment classes. (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)

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, Paul Smith, 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: MUS 162, 163, 165, 166, 167, 168, 169, or 177. These large ensembles provide students the opportunity for musical growth at all stages of their development. Participation in a major performing ensemble is just as essential, if not more so, to those just learning the basic music vocabulary as to those who have the opportunity to perform solos with the ensemble. Those whose major performing medium is a band or orchestra instrument must be in either Music 162, 167, or 168. Those whose performance medium is voice, or whose instrument is one not usually associated with ensemble work (piano, guitar, etc.), must be in either Music 163 or 169. Pianists may partly fulfill this requirement as noted in the Music 165 and Music 166 course descriptions, however.

Standardized Auditions

Several music courses require an audition based upon a standardized level of performance. Every student who participates in one of these courses is expected to meet the musical requirements of the particular audition. Auditions will vary from course to course.

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
Theory			
MUS	111	Theory I	3
MUS	112	Theory II	3
MUS	211	Theory III	3
MUS	212	Theory IV	3
Ear Training			
MUS	121	Ear Training I	2
MUS	122	Ear Training II	2
MUS	221	Ear Training III	2
MUS	222	Ear Training IV	2
Music Literature and Analysis			
MUS	101	Introduction to Classical Music (or passing score on placement test)	3
MUS	102	Music Masterworks	3
Piano			
MUS	171	Piano I	2
MUS	172	Piano II	2
MUS	271	Piano III	2
Plus a major performing ensemble each semester to be chosen from the following:			
MUS	162	Band	1.5
MUS	163	College Chorus	1.5
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			36

* Music majors who are pianists may satisfy two semesters of the major performing ensemble requirements with each of these courses.

MUSIC COURSES (MUS)

MUS 101: Introduction to Classical Music

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

The appreciation and enjoyment of classical music through analytical listening. The study of musical elements; the development of musical forms and styles, vocal and instrumental media, the lives of the great composers, and analyses of their works. Illustrated by recordings. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

MUS 102: Music Masterworks

3.0 Units. 3 lecture and 1 TBA hrs/wk. No prerequisite. Advisory: 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

MUS 108: Introduction to World Music

3.0 Units. 3 lecture 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)

MUS 112: Theory II

3.0 Units. 3 lecture hrs/wk. Prerequisite: Music 111. Advisory: concurrent enrollment in Music 122, 172, and one major performing ensemble.

Continued study of harmonic progressions, focusing on secondary triads and their inversions, sequences, non-harmonic tones, and counterpoint. Introduction to seventh chords. (CSU/UC)

MUS 113: Jazz Improvisation

1.5 Units. 0.5 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite. Advisory: Basic instrumental/vocal technique and a willingness to take risks.

An introduction to improvisation for instrumentalists and vocalists who wish to develop their ability to perform jazz solos. Students learn jazz harmony, melody and rhythm, and apply this knowledge to the craft of improvisation. (CSU/UC)

MUS 116: Desktop Musician I

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

Basic concepts of electronic music synthesis, digital audio recording, and MIDI. The class emphasizes creating original multi-track recordings using loops, software instruments, and audio tracks; and includes editing, mixing, and mastering techniques. Supervised hands-on practice sessions in addition to required individual lab time. (CSU)

MUS 117: Desktop Musician II

2.0 Units. 1.5 lecture and 1.5 lab hrs/wk. Prerequisite: MUS 116.

A continuation of the basic concepts of electronic music synthesis, digital audio recording, and MIDI. The class emphasizes creating original multi-track recordings using loops, software instruments, and audio tracks; and includes editing, mixing, and mastering techniques. Supervised hands-on practice sessions in addition to required individual lab time. (CSU)

MUS 121: Ear Training I

2.0 Units. 1.5 lecture and 1.5 lab hrs/wk. Prerequisite: Read simple music; know major scales. Advisory: Music 106, 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)

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)

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

1.5 Units. 0.5 lecture and 3 lab hrs/wk. Repeat: 3. No prerequisite.

A chorus of mixed voices open to all students. The rehearsal and performance of choral music of a moderate degree of difficulty. Vocal techniques and musical skills are emphasized. Participation in public performances is required. (CSU/UC)

MUS 164: Symphonic Wind Ensemble

1.0 Unit. 3 lab hrs/wk. Repeat: 3. No prerequisite. 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 165: Piano Ensemble

1.5 Units. 0.5 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Standardized audition.

The study, rehearsal, and performance of music for piano ensemble (one piano/four hands, two pianos/four hands, etc). Music majors who are pianists may satisfy two semesters of the major performing ensemble requirement with this course. (CSU/UC)

MUS 166: Piano Repertoire and Interpretation

1.5 Units. 0.5 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Music 272 and standardized audition.

A chronological survey of piano literature, stressing stylistic features. Students will perform in class and at a final recital. Music majors who are pianists may satisfy two semesters of the major performing ensemble requirement with this course. (CSU/UC)

MUS 167: Symphony Orchestra

1.0 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

1.5 Units. 0.5 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Standardized audition.

An instrumental ensemble for traditional band instrumentalists. This course satisfies the Major Performing Ensemble requirement for music majors. Participation in public performances is required. (CSU/UC)

MUS 169: Marin Oratorio: the Community Chorus at College of Marin

1.5 Units. 0.5 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Standardized audition.

A chorus of mixed voices of experienced choral singers that prepares and performs choral masterworks. Students must have previous choral experience, a pleasing, blending voice, and music reading ability. Advanced vocal techniques and choral skills are emphasized. Participation in public performances is required. Students may be required to participate in sectional rehearsals outside of class time and to assist in various facets of concert production. (CSU/UC)

MUS 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)

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

1.5 Units. 0.5 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Standardized audition.

A course in large jazz ensemble performance. Intermediate and advanced skills are required. This course satisfies the major performing ensemble requirement for music majors. A public performance is required. (CSU/UC)

MUS 178: Strings I

1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. 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

1.5 Units. 0.5 lecture and 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. No prerequisite. 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)

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)

MUS 212: Theory IV

3.0 Units. 3 lecture hrs/wk. Prerequisite: Music 211. Advisory: concurrent enrollment in Music 222, 272, and a major performing ensemble.

Further study of chromatic harmony, including mode mixture, Neapolitan and augmented sixths, extended harmony, and modulation to more remote keys, followed by an overview of impressionism and 20th and 21st century compositional techniques. Analysis and composition, some keyboard applications. (CSU/UC)

MUS 214: Music Composition Seminar

3.0 Units. 3 lecture hrs/wk. Prerequisite: ability to read and write musical notation.

The study of compositional techniques, methods of notation, and individual creation of musical compositions. Students work on creative assignments of their own choice, listen to recordings, present in-class performances, and complete several small or one large composition during the semester. (CSU/UC)

MUS 221: Ear Training III

2.0 Units. 1.5 lecture and 1.5 lab hrs/wk. Prerequisite: Music 122.

A continuation of Music 121 and 122, the ear training component of the music major package. This course parallels the concepts and harmonic materials taught in Music Theory III (Music 211). Instruction includes rhythmic and melodic sight reading; rhythmic, melodic, and harmonic aural perception; and some keyboard harmony. Includes study of compound intervals, seventh chords, melodies with chromaticism, subdivisions of the beat into two to seven parts, and harmonic progressions including secondary chords. (CSU/UC)

MUS 222: Ear Training IV

2.0 Units. 1.5 lecture and 1.5 lab hrs/wk. Prerequisite: Music 221.

A continuation of Music 121, 122, and 221. The ear training component of the music major package. This course parallels the concepts and harmonic materials taught in Music Theory IV (Music 212). Instruction includes rhythmic and melodic sight reading; rhythmic, melodic, and harmonic aural perception, and some keyboard harmony. Includes study of compound intervals, seventh chords in inversion, synthetic and other unusual scales, chromatic, modal, and atonal melody, complex meter changes, polyrhythm, irregular meter, and harmonic progressions including mode mixture, Neapolitan and augmented sixth chords. (CSU/UC)

MUS 261: Small Ensemble Techniques

1.5 Units. 0.5 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Standardized audition.

This class focuses on improving the skills of the musician in a small ensemble. Recommended for students who have already had chamber music or other small ensemble experience. (CSU/UC)

MUS 262: Large Ensemble Techniques

1.5 Units. 0.5 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Standardized audition.

This class is designed to improve the practice, rehearsal, and performance skills of musicians in large music ensembles. Previous large ensemble experience is recommended. (CSU/UC)

MUS 271: Piano III

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)

MUS 288: Advanced Voice Workshop

1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. Repeat: 3. No prerequisite. Advisory: Music 282.

Advanced instruction in the fundamental techniques of singing, principles of tone production, and voice development, with emphasis on advanced vocal literature. (CSU/UC)

NURSING EDUCATION: REGISTERED

The Registered Nursing Education Program at College of Marin prepares students for entry into the nursing profession, and serves as a foundation for advanced nursing studies. The Program faculty view Nursing Education as an individualized, collaborative endeavor that assists students in acquiring the knowledge, skills, and values necessary for entry-level nursing practice. Emphasizing critical thinking, effective communication, and cultural and clinical competence, the Program aims to prepare graduates for roles as care providers across the health care continuum, as managers of care, and as active members of the nursing profession. The Program affirms the dignity and worth of each individual, and strives to educate students who are adaptable, responsible, politically aware, and committed to lifelong learning. Graduates are prepared for entry-level practice in a variety of healthcare settings.

The Registered Nursing Program is guided and approved by the Board of Registered Nursing and accredited by the National League for Nursing Accrediting Commission through fall 2015. Graduates are prepared to take the National Council Licensure Examination for Registered Nurses. The Program offers opportunities for advanced placement for returning, transfer and challenge students.

Students must complete prerequisite courses and assessments prior to application and entry into the Program. All potential applicants are advised to meet with a College of Marin counselor to clarify requirements and develop an education plan.

Faculty

Molly Johnson, Jeannie Langinger, Sara Lefkowitz, Lori Michelangelo, Joyce Passer, Holly Reinhard, 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 course requirements for registered nursing licensure and the Associate of Science degree be taken prior to entry into the program.

Degree Requirements:

- Human Anatomy (BIOL 120)
- Human Physiology (BIOL 224)
- Microbiology (BIOL 240)
- Chemistry (CHEM 110, 114 or 115)
- English (ENGL 150)
- Nursing Education 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

Note: The College of Marin Registered Nursing Education Program must respond to changing legal/contractual requirements.

Board of Registered Nursing Content Required for Licensure
Suggested Sequence of Courses for Students

REQUIREMENTS			UNITS
Freshman Year – First Semester			
NE	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
Freshman Year – Second Semester			
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
Sophomore Year – Third Semester			
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
Sophomore Year – Fourth Semester			
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
Additional Courses Required for General Education Degree			
American Institutions			3
Humanities			3
Physical Education			1
Cross Cultural Studies			3
Communication and Analytical Thinking			3
TOTAL 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.

ENROLLMENT PROCEDURES FOR NEW STUDENTS

Please refer to the Program website for details: 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. 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 January 2 and March 1 of the academic year when enrollment is requested. If either date occurs on a school holiday or weekend, the next following business day will apply. Applications will not be accepted prior to January 2 and late applications will not be considered.

B. Program Requirements for Consideration of Admission

1. Applicants must submit a complete application, demonstrate completion of all program prerequisite courses with a grade of “C” or better, be in good academic standing at College of Marin, meet the minimum assessment score on the Chancellor’s Formula (72%), and meet the established minimal score on the ATI TEAS assessment test of 62.
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.
 - Some Nursing Program prerequisite courses have their own prerequisites. Please review the college catalog or meet with a counselor to develop a plan of completion.
 - There is no recency requirement for prerequisite courses.
4. **Seven Prerequisite Courses:**
 - **NE 90:** Introduction to Nursing Education and Practice.
 - ***Chemistry:** One semester of college chemistry (CHEM 110 or 114 or 115) or one year high school chemistry.
 - ***Anatomy:** One four- or five- (semester) unit college human anatomy course with laboratory (BIOL 120).
 - ***Physiology:** One four- or five- (semester) unit college human physiology course (BIOL 224) with laboratory.
 - **Math:** Math 101 or 101AB or 101XY or College of Marin assessment test qualifying for Math 103 (challenge option). Please note: Math 103 is the college graduation requirement.
 - **English:** English 150.
 - ***Microbiology:** One four- or five- (semester) unit college microbiology course (BIOL 240) with laboratory.
*Please Note: All science courses must contain a laboratory component. Online prerequisite science courses or those with virtual labs will not be accepted.
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 any time before the first week of December. 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), and in the Office of Enrollment Services.
- Retain the evaluation and submit a copy to the Nursing Education Department between January 2 and March 1.
- Nursing courses completed at foreign colleges or universities must be evaluated by the California Board of Registered Nursing for consideration of equivalency. More information is available at www.rn.gov. Refer to Foreign College Transcripts, under "Academic Records" in Section 2 of this catalog for more information.

C. Chancellor's Admission Formula

Applicants who successfully complete all prerequisites and submit a complete application must achieve a Chancellor's Formula assessment score of at least 72% for further consideration. The assessment score is determined by a formula using the following:

- Overall college GPA for the last five years or ten semesters;
- Grade received in English 150;
- GPA of core biology courses: Anatomy, Physiology and Microbiology;
- Number of course repetitions in the core biology courses which includes grades of D, F, Incomplete, FW, No Credit, No Pass or W.

D. ATI TEAS Testing

Applicants who have successfully completed all prerequisites and received an assessment score of at least 72% on the Chancellor's Formula will need to complete the ATI (Assessment Technologies Incorporated) TEAS (Test of Essential Academic Skills), meeting or exceeding the minimal score of 62. A select number of qualified applicants, determined by the Random Selection process (see Section F below), will be offered the TEAS here at College of Marin free of charge.

E. Prior Experience in Healthcare

All applicants must document prior healthcare experience. This can be paid or volunteer experience. Applications which do not document prior healthcare experience will be disqualified.

F. APPLICATION PROCESS (FOR FIRST-SEMESTER STUDENTS)

6. Complete the online application for enrollment in the Registered Nursing Program and submit prior to the March 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. The application materials include official transcripts, course

descriptions, and a signed Petition of Substitution for prerequisite and corequisite courses taken at other colleges and universities.

7. **Random Selection:** Enrollment in the Program is limited due to clinical placements and student safety needs. Thirty-six (36) students are offered space each year for the following fall semester. In the event the number of applications exceeds available spaces, a computerized random selection of applications is utilized. A select number of qualified applicants, determined by the Random Selection process, will be offered the TEAS here at College of Marin free of charge.
8. **Notification of Space:** Applicants who have met all of the above requirements will be offered space based on their random selection number until all spaces are filled. Applicants are responsible for providing accurate contact information (including a current email address, as notification is by email). Notification is given by the end of June. No information regarding admission will be given over the phone or without verification of student identity.
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. 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.

G. Applicants Not Admitted to the Program

12. **Disqualification:** An application may be disqualified for any of the following reasons:

- Application is incomplete.
- Official transcripts for all courses have not been submitted.
- All prerequisite courses have not been completed.
- Did not meet the 72% minimal score on the Chancellor's Formula.
- Did not achieve a 62 or greater on the ATI TEAS 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.

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. **Waiting List:** Ten candidates from each application period, determined by the random selection process and those who successfully remediate and pass the TEAS test, become a "waiting list" for the following year. Wait list candidates must meet all NEW Program requirements. These next 10 candidates will have a spot reserved for them in the following year's program, pending a new submitted online application with supporting documents and, if applicable, successful remediation.

15. **ATI TEAS Remediation:** Qualified applicants whose random selection number would have given them a spot in the Program, pending a passing TEAS score, will have the opportunity to rectify the score. The applicant must meet with the Dean of Health Sciences to develop a remediation plan. Upon successfully completing the remediation plan, a spot in the following application cycle will be reserved for that applicant, pending a complete application and supporting documents.

16. **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.

Definitions:

- **Returning Readmission student:** A student who left the College of Marin Registered Nursing Education Program.
- **Transfer student:** A student who successfully completed one or more semesters of nursing education courses in another program.
- **Challenge student:** A student with prior nursing education (LVN) or other health care education or experience who wishes to enter the Program with advanced standing and receive credit for previous education or prior work experience.

1. **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:

- Fall Entry – 1st and 3rd semester of Program: Applications accepted January 2 through March 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. **Program Prerequisites:** All applicants, including returning, transfer and challenge students, must complete all required program prerequisite courses with a grade of "C" or better, and must be in good academic standing at College of Marin.

4. **Chancellor's Formula:** All applicants, including returning, transfer and challenge students, must meet the minimal score on the Chancellor's Formula of 72%. Refer to Section F above for more information.

5. **ATI TEAS:** All applicants, including returning, transfer and challenge students, must meet the minimal score of 62 on the TEAS exam.

6. **Nursing Courses:** Applicants requesting credit for completed nursing courses must submit official transcripts, course descriptions and course syllabi for all such courses. Courses are reviewed by the nursing department for equivalency and appropriate Program placement. Courses in nursing education that were taken three or more years prior to a return to a nursing program will not be accepted. Courses taken in a vocational nursing program will not be subject to this policy if the applicant possesses a current LVN (licensed vocational nurse) license in the state of California.

7. **Challenge of nursing courses:** Applicants who have related experiences to qualify for a challenge must follow the college process noted on under "Admissions Information" in Section 2 of this catalog.
8. **Licensed Vocational Nurse Applicants:** To receive credit for prior nursing coursework in an approved vocational nursing program, in addition to the process and required information noted in the previous section for new students, applicants must submit the following:
 - Official transcripts from vocational nursing school or program requested within one calendar year of the date of application.
 - Copy of current California LVN license.
 - Evidence of current work experience defined as at least one year of continuous employment in the role of a licensed vocational nurse within the last three years. This evidence must be in the form of a written letter from the employer on company letterhead.
9. **Degree option:** To obtain the Associate of Science Degree, applicants must complete all Program prerequisite and corequisite courses, meet the minimal score on the Chancellor's Formula of 72% and meet the cut score on the TEAS of 62. Based upon review of transcripts, some NE courses can be waived.
10. **LVN 30-unit option:** Students selecting this option will not obtain a degree nor be considered a graduate of the College of Marin Registered Nursing Program. Students will qualify for the licensing exam as a non-graduate, which may limit employment options and future education opportunities. Prerequisites for this option are Physiology (BIOL 224) and Microbiology (BIOL 240). Applicants 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)

11. 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 the application January 2 to March 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 for more information.
 - A student is eligible for readmission only once.
12. A student who fails any two nursing courses, fails a second course after readmission, fails a clinical course, or withdraws from the Program twice, is not eligible for readmission. **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 January 2 to March 1.
 - Download the application from www.marin.edu/nursing and complete.

- Submit application with two copies of official transcripts, course descriptions for nursing courses and course syllabi for nursing courses. Transcripts must be ordered within one calendar year of the date of application.
- Course information will be reviewed by the nursing department to determine equivalency and appropriate placement in the Program.
- Pending review of materials and determination that the minimal score for the Chancellor's Formula has been met, applicants will either be scheduled for the TEAS exam or asked to provide official verification of their latest test score. Repeated TEAS scores must not exceed one score per year or only the lower score will be considered.

13. 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 materials and determination that the minimal score for the Chancellor's Formula has been met, applicants will either be scheduled for the ATI TEAS exam or asked to provide official verification of their latest TEAS score.

14. 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

- Advisory Courses:** In addition to completing required prerequisite courses, the Program strongly recommends that prospective students take two additional courses that will help them prepare for the nursing program:
 - NE 95: Effective Strategies for Success in the Registered Nursing Program
 - CIS 110: Introduction to Computer Operating Systems
- 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.
- 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.
- 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.
- IV Insertion Skills Certificate:** This certificate is awarded to RN students upon successful completion of the NE 203 skills lab training classes in IV insertion. Students must demonstrate competency in the knowledge and skill of IV policy and procedure in a return demonstration in the skills lab, and three successful IV insertions on patients in the hospital in NE 286L.
- Transfer:** The Program faculty strongly support graduates continuing their education to obtain the Bachelors and Masters Degree in Nursing. Students planning to transfer to a four-year institution should complete lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information, as curriculum requirements may vary among transfer universities. Graduates of the Registered Nursing Education Program may transfer to a number of colleges and universities to study for a Bachelor of Science degree in Nurs-

ing. Contact the Registered Nursing Education Department for information regarding the following schools:

- Sonoma State University (www.sonoma.edu/admissions)
- University of Phoenix (www.phoenix.edu)

NURSING EDUCATION COURSES (NE)

NE 090: Introduction to Nursing Education and Practice

1.0 Unit. 1 lecture hrs/wk. No prerequisite. This course is required for all applicants to the Registered Nursing Program, and recommended for all persons seeking information about nursing education and the role of the Registered Nurse. We navigate the program's website, reviewing the program overview and the necessary COM resources to provide updated enrollment procedures and admission requirements into the nursing program. Identification of basic skills needed for nursing, including test taking, time management, and coping strategies are explored.

NE 095: Effective Strategies for Success in the Registered Nursing Program

1.0 Unit. 1.0 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 90. 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. [Replaces NE 135.] (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. [Replaces NE 135L.] (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. [Replaces NE 101.] (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. [Replaces NE 140.] (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. [Replaces NE 140L.] (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. [Replaces NE 138.] (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. [Replaces NE 203.] (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, intrapartum, 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. [Replaces NE 210.] (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. [Replaces NE 225L.] (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. [Replaces NE 216.] (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. [Replaces NE 216L.] (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. [Replaces NE 225.] (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. [Replaces NE 225L.] (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. [Replaces NE 220A.] (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. [Replaces NE 220B.] (CSU)

NURSING EDUCATION NONCREDIT REVIEW COURSES

The following noncredit courses are offered in support of the College of Marin Registered Nursing Program. Please refer to the Registered Nursing Department website for details: www.marin.edu/nursing.

VOCN 6010: Review of Nursing Care and Skills for RN Students

0.0 Unit.

This course offers the RN student additional practice in the 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
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
Or		
HIST 110	Western Civilization I: to 1350	3
Or		
HIST 111	Western Civilization II: 1350 to 1815	3
HUM 100B	Introduction to Humanities: Renaissance to the Modern Period	3
Or		
HIST 112	Western Civilization III: the 19th and 20th Centuries	3

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

PHILOSOPHY COURSES (PHIL)

PHIL 110: Introduction to Philosophy

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent. PHIL 110 is not a prerequisite for PHIL 111.

This course introduces major thinkers, movements and ideas in the western philosophical tradition. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

PHIL 111: Introduction to Ethics

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent.

This course introduces students to the major philosophical ethical theories and encourages them to apply these theories to situations in contemporary culture. Students gain an increased understanding of the role that ethical reasoning plays in the maintenance of culture. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

PHIL 112: Introduction to Logic

3.0 Units. 3 lecture hrs/wk. Prerequisite: ENGL 120 or 120SL or English Placement Test or equivalent.

An introduction to the logical analysis and evaluation of arguments. Topics covered include: argument diagramming, categorical logic, sentential logic, and formal and informal fallacies. (CSU/UC) AA/AS Area C or E, CSU Area A-3

PHIL 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

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

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 072: Adapted General Conditioning

0.5 Unit. 2 lab hrs/wk. 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 074: Adapted Yoga

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 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, Leah Sharp
Department Phone: 415-485-9510

Physics Prerequisite Recency Requirement

To ensure student success, certain chemistry and physics courses have established 5-year prerequisite recency requirements beginning in Fall 2014. 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
Required Core Courses:			
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
Total Major Units			30
Maximum Units Double-Counted (IGETC only):			7 units
Required IGETC:			37 units
Remaining CSU Transferrable Electives (IGETC):			0 units
TOTAL DEGREE UNITS			60

PHYSICS COURSES (PHYS)

PHYS 108A: General Physics I

4.0 Units. 3 lecture and 3 lab hrs/wk. Prerequisite: Math 104 or sufficient score on the Math Assessment Test. Advisory: Math 121.

This course introduces topics in physics including motion, forces, energy, oscillation, waves, fluids, heat, and thermodynamics. Emphasizes problem-solving based in algebra and trigonometry, as well as laboratory investigations and experimental techniques. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A and 5C

PHYS 108AC: General Physics I (Calculus Supplement)

1.0 Unit. 1 lecture hrs/wk. Prerequisite: Physics 108A or concurrent enrollment, and Math 121 or sufficient score on the Math Assessment Test.

Covers basic concepts of kinematics, forces, rotational motion, fluids, oscillations, and waves, heat, and thermodynamics with a calculus-based set of problem assignments. (CSU/UC) 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

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

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

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:

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 Course (3 units):			
POLS	101	Introduction to the Government of the United States	3
Required Electives - List A - select three courses (9-10 units):			
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
Or			
STAT	115	Introduction to Statistics	4
Required Electives - List B - select two courses (6-8 units):			
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	121	History of Latinos in the United States	3

ETST	151	Native American History	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	214	History of Latin America	3
HIST	216	History of Mexico	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

POLITICAL SCIENCE COURSES (POLS)

POLS 100: American Political Institutions

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

This course surveys American political institutions, roles, processes and problems at the national, state, and local level. Emphasis is on the political values of our society and how these values are reflected in institutions, processes, and policies. Students learn to question, analyze, and interpret public policy and current events and discover how they, as citizens, can help shape and influence government policy. (CSU/UC) AA/AS Area B or F, CSU Area D-8, IGETC Area 4, CSU U.S. History, Constitution, and American Ideals

POLS 101: Introduction to the Government of the United States

3.0 Units. 3 lecture hrs/wk. No prerequisite. POLS 101 is recommended over POLS 100 for majors in prelegal, social sciences, liberal arts, and teaching.

An introduction to political science as a survey of American government. Students learn methods of political analysis and the application of these methods to the study of American government. The course emphasizes national government but provides an understanding of government at the state and local level as well. Students develop insights into the clash of ideas in American politics and how they can influence political outcomes. (CSU/UC) AA/AS Areas B or F, CSU Area D-8, IGETC Area 4, CSU U.S. History, Constitution, and American Ideals

POLS 102: Comparative Political Systems

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

This course is designed to help students gain knowledge of the world's diverse political structures and practices. It focuses on specific countries and general concepts used to interpret 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

POLS 103: Political Theory

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

An introduction to the history of political thought from Plato to the present. Present examples of the theory and practice of politics and the description and analysis of political behavior are related to great political thinkers of the past. New approaches to solve political and social problems are discussed. (CSU/UC) AA/AS Area B, CSU Area D-8, IGETC Area 4

POLS 104: International Relations

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

This course is designed to introduce students to the theory and practice of international relations. The course identifies the various players in global politics and describes and explains their behavior and the structure of the international system in which they operate. Included is an examination of not only the traditional subjects of international relations, such as power, nationalism, diplomacy, and war, but also those transnational factors that have come to play a critical role in an increasingly interdependent world, such as immigration, trade and economic/financial activities, the environment, human rights, and terrorism. (CSU/UC) AA/AS Area B, CSU Area D-8, IGETC Area 4

POLS 117: The Middle East: A Political Perspective

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

This course surveys the major political developments in the Middle East in their historical and cultural context from the rise of Islam to the present, emphasizing the developments of the post-Cold War period and contemporary politics. The wide range of viewpoints regarding the role of political elites, great powers, oil, the Arab-Israeli conflict, gender politics, and factors impacting the growth of democracy in the Middle East are explored. (CSU/UC) CSU Area D-8

POLS 125: Research Methods and Term Papers in Political Science

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

This course focuses on the elements of critical thinking and methods of research in the social sciences and develops skills required to organize such thought and research into effective, college level presentations. Students are encouraged to select areas of research from other courses taken during the semester or from areas of special interest including politics, history, economics, education, women's studies, ethnic studies, current issues, and issues of community concern. (CSU/UC)

POLS 201: Understanding Globalization

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

This course explores the current wave of global political, economic, and social change, and the opportunities and challenges it brings to states, institutions, and individuals. Focus is on what the individual needs to know and understand to be an effective participant in these rapidly-changing global phenomena. (CSU/UC) AA/AS Area B, CSU Area D-7, IGETC Area 4

POLS 203: Understanding Terrorism

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

Using lecture, class and group discussion, project based learning, audiovisual materials, and guest speakers, this course is a multidimen-

sional 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. Topics covered include basic concepts of American government, the relationships between various branches of government, the role of interest groups, and the legacy of

the American presidency for both national and international affairs. The class uses primary as well as secondary sources to contrast historical developments with recent presidential administrations. (CSU/UC) AA/AS Area B, CSU Area D-8, IGETC Area 4

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

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
Required Core Courses (10 units)			
MATH	115	Probability and Statistics	4
PSY	110	Introduction to Psychology	3
PSY	205	Introduction to Research Methods	3
Required Elective (choose one course; 3 units):			
BIOL	110	Introduction to Biology	3
BIOL/PSY	251	Biological Psychology	3
Required Elective (choose one course; 3 units):			
PSY	112	Child and Adolescent Psychology	3
PSY	114	The Psychology of Human Development: Lifespan	3
PSY	204	Abnormal Psychology	3
PSY/SOC	230	Social Psychology	3
Required Elective (3 units):			
ANTH	102	Introduction to Cultural Anthropology	3
PSY	111	Personality Dynamics and Effective Behavior	3
TOTAL MAJOR UNITS			19

PSYCHOLOGY COURSES (PSY)

PSY 110: Introduction to Psychology

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

This course examines traditional areas of psychological investigation from a scientific perspective. Topics include scientific methodology, human development, personality, psychological measurement, psychopathology, psychotherapy, motivation, perception, social influences on behavior, cognitive processes, learning, and biological basis of behavior. (CSU/UC) AA/AS Area B, CSU Area D-9 or E, IGETC Area 4

PSY 111: Personality Dynamics and Effective Behavior

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

This course presents major theoretical and research perspectives on personality description, development, dynamics, and change,

and examines how 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

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 125: Psychology of Violence

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

This course examines the psychological bases of violence against self, intimates, associates, and strangers in such diverse settings as the home, workplace, school, streets, and other public places. Theories explaining violent behavior as the result of biology, of shame and low self-esteem, of failures of attachment, empathy, and guilt, of media violence, and of prejudice and hatred are examined. The roles of prisons, drugs, guns, poverty, racism, sexism, homophobia, and mental illness in precipitating violence are assessed. (CSU)

PSY 130: Introduction to Sport and Exercise Psychology

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as PSY 130 or PE 120; credit awarded for only one course.

This course examines the psychological theories and techniques that are applied to sport, exercise and other achievement-related situations. The course emphasizes the enhancement of performance and personal growth of athletes, coaches, and exercise participants. Students also learn mental skills that they can transfer from sport and exercise settings to their everyday lives. (CSU)

PSY 140: 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 145: Psychology in Modern Life

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

This course examines the psychological, physiological, and socio-cultural factors involved in personality development, interpersonal relationships, and social processes. The course teaches important psychological principles, concepts, skills, and research, with the goals of improving the quality of our own lives and relationships. It emphasizes knowledge, insights, and skills that students can apply to their own lives, particularly in areas such as life satisfaction, personal satisfaction, careers, relationships, health, and stress management. (CSU) AA/AS Area B, CSU Area D-9 or E

PSY 204: Abnormal Psychology

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: PSY 110.

Principles of general psychology applied to the field of psychopathology. A survey of the major diagnostic disorders together with the theories of the cause of mental illness, and of the major psychotherapeutic methods in relation to their practical and theoretical value. This introduction to abnormal psychology is directed toward those with an interest in applied psychology. (CSU/UC) AA/AS Area B, CSU Area D-9, IGETC Area 4

PSY 205: Introduction to Research Methods

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

PSY 230: Social Psychology

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as PSY 230 or SOC 230; credit awarded for only one course.

This interdisciplinary course covers sociological and psychological approaches to important social phenomena. The diverse topics include altruism; attitude formation and attitude change; conformity; person perception and social labeling; reference groups; social conflict and conflict resolution; human aggression; intergroup processes; intragroup processes; interpersonal attraction; social networks, statuses and roles; and the social development of the self. (CSU/UC) AA/AS Area B, CSU Area D-7, IGETC Area 4

PSY 251: Biological Psychology

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

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

PSY 252: Seminar and Fieldwork Experience

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

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

REAL ESTATE

The Real Estate Program is designed to serve the individual planning to enter the real estate profession, the person who wishes to improve skills and qualify for the real estate sales and broker's license, and active professionals working on license renewal. Upon completing the Real Estate Program, students are eligible for positions in real estate sales offices, banks, savings and loan corporations, title companies, escrow companies, organizations, and as independent real estate brokers.

Career Options

Appraiser, Escrow Officer, Loan Officer, Mortgage Lender, Property Developer, Property Manager, Real Estate Agent, Real Estate Broker, Real Estate Counselor, Sales Agent

Department Phone: 415-485-9610

A.S. IN REAL ESTATE, OCCUPATIONAL

(Certificate of Achievement also awarded. Skills Certificates in Real Estate Appraisal, Finance, Law, and Property Management also available.)

Courses are offered at both campuses. Students may take classes at either campus and complete requirements for the major. Real estate brokers and sales persons must also pass an examination given by the State of California, Department of Real Estate. Students who complete only the six real estate courses required for the major (Real Estate 115, 116, 117, 210, 212, and 215) are eligible for the Certificate of Achievement. An Associate in Science degree is awarded for satisfactory performance in major courses (six Real Estate courses listed plus Business 101, 107, and 112) as well as completion of general education and graduation requirements. **All students should consult a counselor.**

REQUIREMENTS			UNITS
Freshman Year			
BUS	101	Introduction to Business	3
BUS	107	Business Law	3
REAL	115*	Real Estate Principles	3
REAL	116*	Real Estate Practice	3
REAL	117*	Legal Aspects of Real Estate	3
Sophomore Year			
BUS	112	Financial Accounting	4
REAL	210*	Real Estate Finance	3
REAL	212*	Real Estate Appraisal I	3
REAL	215*	Real Estate Economics	3

*Courses required for Certificate of Achievement only.

TOTAL CERTIFICATE OF ACHIEVEMENT UNITS 18

TOTAL MAJOR UNITS 28

Skills Certificates

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

REQUIREMENTS			UNITS
Real Estate Appraisal Skills Certificate			
REAL	115	Real Estate Principles	3
REAL	116	Real Estate Practice	3
REAL	212	Real Estate Appraisal I	3
Real Estate Finance Skills Certificate			
REAL	115	Real Estate Principles	3
REAL	116	Real Estate Practice	3
REAL	210	Real Estate Finance	3
Real Estate Law Skills Certificate			
REAL	115	Real Estate Principles	3
REAL	116	Real Estate Practice	3
REAL	117	Legal Aspects of Real Estate	3
Real Estate Property Management Skills Certificate			
REAL	115	Real Estate Principles	3
REAL	116	Real Estate Practice	3
REAL	218	Property Management	3

REAL ESTATE COURSES (REAL)

REAL 115: Real Estate Principles

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

This fundamental real estate course emphasizes the basic concepts and terminology necessary for understanding the complexities of the real estate profession. 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. (CSU)

REAL 212: Real Estate Appraisal I

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

This introductory course covers the purposes of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various property types. This course is one of the acceptable electives for obtaining a Real Estate Sales license and is also one of the eight courses required to sit for the Real Estate Broker's Exam. (CSU)

REAL 215: Real Estate Economics

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: REAL 115.

This course provides the means to interpret economic activities for the mutual benefit of property owners, investors, and real estate professionals. It includes relating business and real estate cycles to forecasting land use and capital growth patterns, the clash of land use controls, and the dynamics of community demographics and property investment alternatives. This course is one of the acceptable electives for obtaining a Real Estate Sales license and is also one of the eight courses required to sit for the Real Estate Broker's Exam. (CSU)

REAL 217: Advanced Real Estate Appraisal II

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: REAL 212.

This course addresses the appraisal of income producing properties and the techniques and methodology used by appraisers to convert cash flows into indicators of value. This course is one of the acceptable electives for obtaining a Real Estate Broker's License. Specific course content is applicable towards Real Estate Appraiser Licensing

(check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)

REAL 218: Property Management

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: REAL 115.

This course identifies the tools and methods of managing income properties, emphasizing owner/tenant relations, evictions, contracts, cash flows, and employment regulations. It is one of the acceptable electives for obtaining a Real Estate Sales license and is also one of the eight courses required to sit for the Real Estate Broker's Exam. (CSU)

REAL 219: Escrows

3.0 Units. 3 lecture hrs/wk. Prerequisite: REAL 115.

This course emphasizes the methods and techniques of escrow procedures with an additional focus on the title industry and the complex considerations that can affect title. This course can enhance a student's ability to seek employment in not just real estate sales or appraisal, but also opens up employment opportunities in the escrow and title industries. This course is one of the acceptable electives for obtaining a Real Estate Sales license or a Real Estate Broker's License. (CSU)

REAL 220: California Loan Brokering

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: REAL 115.

This course introduces the student to the complex laws affecting the loan brokering business. It is designed for those already involved in a real estate career and for those considering a career in the real estate loan marketplace. It is also a valuable course for borrowers so that they can understand the loan process. This course is one of the acceptable electives for obtaining a Real Estate Sales license or a Real Estate Broker's License. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)

SOCIAL SCIENCE

The social science field is interdisciplinary and designed for students who wish to gain a broader understanding of the social sciences than is possible in a major offered by a single discipline. The aim of the social science major is to provide an opportunity for students who wish to build on the foundation of their general education and become familiar with more than one area of social science.

Career Options

Civil Service Worker, Community Organizer, Educator, Environmental Studies, Foreign Service Worker, Journalist, Management Trainer, Public Administrator, Researcher, Social Worker, Statistician, Teacher, Urban Planner

Faculty

Yolanda Bellisimo, Walter B. Turner
Department Phone: 415-485-9630

SOCIAL SCIENCE COURSES (SSC)

SSC 115: Leadership and Governance

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

This course defines leadership and the development of leadership skills, including communication, facilitation, problem solving, and conflict resolution. Critical review of governance structure of the college and the district and comparison to other college governance structures. (CSU)

SSC 115AL: Leadership and Governance Learning Lab

1.0 Unit. 3 lab hrs/wk. Repeat: 3. Prerequisite: SSC 115 or concurrent enrollment.

This course provides appropriate laboratory assignments regarding service on governance committees. This laboratory provides students the opportunity to apply critical thought to work experience situations in leadership and governance positions. Assignments direct students to focus upon planning, implementing, and evaluating their work in college/student organizations and governance committees. (CSU)

SSC 115BL: Leadership and Governance Learning Lab

2.0 Units. 6 lab hrs/wk. Repeat: 3. Prerequisite: SSC 115 or concurrent enrollment.

This course provides appropriate laboratory assignments regarding service on governance committees. This laboratory provides students the opportunity to apply critical thought to work experience situations in leadership and governance positions. Assignments direct students to focus upon planning, implementing, and evaluating their work in college/student organizations and governance committees. (CSU)

SSC 125: Research Methods and Term Papers in Social Science

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

This course focuses on the elements of critical thinking and methods of research in the social sciences and develops skills required to organize such thought and research into effective, college level presentations. Students are encouraged to select areas of research from other courses taken during the semester or from areas of special interest including politics, history, economics, education, women's studies, ethnic studies, current issues, and issues of community concern. (CSU/UC)

SSC 215: Survey of Current Issues

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as ECON 215, POLS 215, or SSC 215; credit awarded for only one course.

This course 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, and Child Counselor, Penologist, Police Officer, Probation/Parole Officer, Program Director, Psychiatric Social Worker, Recreation Therapist, Rehabilitation Counselor, Research Worker, Residential Counselor, Social Ecologist, Social Service Aide, Social Statistician, Social Worker, Sociologist, Teacher, Volunteer Coordinator, Welfare Worker, Youth Organization Leader

Faculty

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:

- 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
	Required Core (9 units)	
SOC	110 Introduction to Sociology	3
	Select two (6 Units)	
SOC	114 Global Social Issues	3

MATH	115	Probability and Statistics	4
	Or		
STAT	115	Introduction to Statistics	4
SOC	205	Introduction to Research Methods	3

List A. Select two (6 units)

Any required core course not already used.

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

List B. Select one (3 units)

Any course not already used above, or

SOC	112	Modern Social Problems	3
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Total Major Units **18-19**

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

TOTAL DEGREE UNITS 60

SOCIOLOGY COURSES (SOC)

SOC 110: Introduction to Sociology

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

A course designed to develop a sociological perspective; it explores the relationship between individual and group behavior and the nature of societal and institutional influences upon individuals and groups, and the resulting patterns of behavior. The core areas of sociology are covered. (CSU/UC) AA/AS Area B, CSU Area D-0, IGETC Area 4

SOC 112: 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

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

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

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

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)

SOC 230: Social Psychology

3.0 Units. 3 lecture hrs/wk. No prerequisite. Can be taken as SOC 230 or PSY 230; credit awarded for only one course.

This interdisciplinary course covers sociological and psychological approaches to important social phenomena. The diverse topics include altruism; attitude formation and attitude change; conformity; person perception and social labeling; reference groups; social conflict and conflict resolution; human aggression; intergroup processes; intragroup processes; interpersonal attraction; social networks, statuses and roles; and the social development of the self. (CSU/UC) AA/AS Area B, CSU Area D-7, IGETC Area 4

SPANISH

A major reason for studying the Spanish language is the enrichment of one's intellectual growth in the context of the rest of the world. In learning Spanish, one also learns about the culture, philosophy, and civilization of another people, thereby broadening understanding of the world. On the practical side, any field of specialization (journal-

ism, 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

Andrei Barashkov, 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. The student learning outcomes for the degree are 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.
- Verbally discuss and articulate thoughts aloud in Spanish with proficiency.
- Develop complex paragraphs leading to an essay of at least 250 words in Spanish.
- Read and analyze level-appropriate texts in Spanish.
- Demonstrate global and comprehensive awareness of the cultures, values, customs, histories, civilizations, and diversity of the Spanish-speaking world.

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
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Required Core (16 units):			
SPAN	101	Elementary Spanish I	4
SPAN	102	Elementary Spanish II	4
SPAN	203	Intermediate Spanish III	4
SPAN	204	Intermediate Spanish IV	4

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/unit.

SPAN	120	Spanish for Health Care Professionals	3
SPAN	121	Spanish for Health Care Providers	3
SPAN	122	Spanish for Teachers	3
SPAN	225	Advanced Spanish I	3
SPAN	226	Advanced Spanish II	3

List A. Select one (3 units):			
HIST	214	History of Latin America	3
HIST	216	History of Mexico	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

Total Major Units	18-19
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):	10-14 units/7-12 units
TOTAL DEGREE UNITS	60

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
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Select a minimum of 18 units:			
SPAN	101	Elementary Spanish I	4
SPAN	102	Elementary Spanish II	4
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	203HB	Intermediate Spanish for Heritage and Bilingual Speakers	4
SPAN	204	Intermediate Spanish IV	4

SPAN	225	Advanced Spanish I	3
SPAN	226	Advanced Spanish II	3
SPAN	228C	Advanced Spanish Conversation and Culture through Film	3
SPAN	230A	Culture and Civilization of Spain and South America	3
SPAN	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**

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
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SPAN	101	Elementary Spanish I	4
SPAN	102	Elementary Spanish II	4
SPAN	203	Intermediate Spanish III	4

TOTAL CERTIFICATE UNITS **12**

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

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

SPAN 110: Conversational Spanish I

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

Use of modern colloquial Spanish with elementary grammar. Designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar. Oral practice in speaking, understanding, and correct pronunciation of Spanish, using audiovisual materials depicting everyday situations. (CSU)

SPAN 120: Spanish for Health Care Professionals I

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

This Spanish conversation course is designed for health care professionals and workers who wish to learn Spanish with the goal of applying it in their working environment. No prior knowledge of Spanish is needed. Fulfills continuing education requirements for registered nurses. (CSU)

SPAN 121: Spanish for Health Care Professionals II

3.0 Units. 3 lecture hrs/wk. Prerequisite: SPAN 120 or equivalent.

A continuing Spanish conversation course designed for health care professionals and workers who wish to learn Spanish with the goal of applying it in their working environment. Fulfills continuing education requirements for registered nurses. (CSU)

SPAN 122: Spanish for Teachers

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

This beginning Spanish course is designed to meet the basic needs of teachers who wish to learn Spanish with the goal of communicating with students and parents in their working environment. No prior knowledge of Spanish is required. Fulfills continuing education requirements for teachers and is useful vocationally. (CSU)

SPAN 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)

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)

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

SPAN 203HB: Intermediate Spanish for Heritage and Bilingual Speakers

4.0 Units. 4 lecture hrs/wk. Prerequisite: Oral Fluency in Spanish.

An intermediate course tailored to the needs of bilingual students who have had little formal study of the Spanish language. This course focuses on reading, writing and vocabulary as well as cultural aspects of all Spanish-speaking countries. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

SPAN 204: Intermediate Spanish IV

4.0 Units. 4 lecture hrs/wk. Prerequisite: Spanish 203 or equivalent.

An intermediate course offering students practice in speaking, understanding, reading, and writing Spanish, primarily in relation to the history and culture of the Spanish-speaking world. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3-B and 6: UC Language other than English

SPAN 225: Advanced Spanish I

3.0 Units. 3 lecture hrs/wk. Prerequisite: Spanish 204 or equivalent.

An advanced course offering students practice in speaking, understanding, reading, and writing Spanish based on the civilization and culture of the Spanish-speaking world. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

SPAN 226: Advanced Spanish II

3.0 Units. 3 lecture hrs/wk. Prerequisite: Spanish 225 or equivalent.

An advanced course offering students further practice in speaking, understanding, reading, and writing Spanish based on the civilization and culture of the Spanish-speaking world. (CSU/UC) AA/AS Area C, 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

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, 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, 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

Courses in speech offer a fundamental and valuable skill for all students. Learning to communicate our ideas orally with ease and persuasion is of significant value, whether it is used interpersonally between friends, within decision-making groups, or before large audiences.

Career Options

Communication Analyst, Interpersonal Communications Consultant, Lawyer, Public Relations Representative, Sales, Radio Announcer, Speech Therapist, Speech Writer

Faculty

Patricia O'Keefe, Bonnie Borenstein
Department Phone: 415-485-9348

SPEECH COURSES (SPCH)**SPCH 110: Introduction to Speech Communication**

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

An introductory course in the art of public speaking with an emphasis on building self-confidence through frequent performance experiences. Students provide quality written and oral feedback of peer performances based on the five canons of rhetoric. (CSU/UC) AA/AS Area E, CSU Area A-1, IGETC Area 1C

SPCH 120: Interpersonal Communication

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

This course introduces the theories, processes and principles of interpersonal communication, and builds self-confidence through oral communication performance experience. Through research and in-class oral presentations, students examine how human characteristics and the communicative environment affect the way people communicate. Students demonstrate and apply skills through presentations and written reflections. (CSU/UC) AA/AS Area E, CSU Area A-1, IGETC Area 1C

SPCH 122: Public Speaking

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

A survey course designed to introduce students to three specific areas of public speaking: informative speaking, persuasive speaking, and entertainment speaking. Emphasis is on analyzing the audience, adapting ideas and evidence in support of a thesis, developing language suitable to the occasion, and practicing delivery to effectively convey the message. The course develops critical listening skills through performance and evaluation. (CSU/UC) AA/AS Area E, CSU Area A-1, IGETC Area 1C

SPCH 128: Intercultural Communication

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

This introductory course surveys the basic theories and research in the area of intercultural communication, focusing on the application of this knowledge in understanding and improving human interaction in both domestic and international contexts. Students examine 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

SPCH 130: Small Group Communication

3.0 Units. 3 lecture hrs/wk. No prerequisite. Advisory: English 120 or 120SL.

This course offers practical experience in the techniques of leading and participating in small group discussions. Effective small group discussion techniques such as speaking on panels, symposiums, problem-solving groups, conflict resolution within small groups as well as leadership skills and parliamentary procedures are covered. This course is designed for students intending to major in speech (communication), business, international business, education, and all fields of study and certification that require group and team-building skills. (CSU/UC) AA/AS Area E, CSU Area A-1, IGETC Area 1C

SPCH 132: Argumentation and Persuasion

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

An argumentation and debate theory course designed to develop critical thinking skills through written and oral arguments. Students create written briefs on current issues. Each brief includes the stock issues of advocacy, an understanding of the stakeholders, their philosophical perspectives, and impacts on changing the status quo. (CSU/UC) AA/AS Area E, CSU Area A-1 or A-3, IGETC Area 1C

SPCH 140: Oral Interpretation of Literature I

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

This course introduces the field of oral interpretation of literature, emphasizing awareness and appreciation of prose and poetry, and what happens to the written word when it is read aloud for the listening pleasure of an audience. Recommended for speech and theatre arts majors. (CSU/UC) AA/AS Area C, CSU Area C-2

SPCH 155: 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) AA/AS Area E, CSU Area B-4

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

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 297AB: Work Experience Seminar

1.5 Units. 1.5 lecture hrs/wk. No prerequisite. Corequisite: WE 298A, B, C, or D; or 299A, B, or C.

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 corequisite 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 TBA hrs/wk. Repeat: 3. Corequisite: WE 297A or B. Prerequisite: Enrollment in one other credit course, and be a continuing student. A minimum of five hours of employment per week per unit.

In this academic course, work sites serve as "off-campus classrooms," extending classroom-based occupational learning to a work site in a field directly related to the student's educational or occupational goal. The course can help students develop necessary work habits, open doors to new employment experiences, or assist in acquiring skills and knowledge necessary for advancement in their current employment. Specific student units (1-4) are based on the number of hours a student works each week over the semester. (CSU)

WE 299ABC: General Work Experience

1-3 Units. 5-15 TBA hrs/wk. Repeat: 3. Corequisite: WE 297A or B. Prerequisite: Must be enrolled in one other credit course, and be a continuing student. 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. Specific student units (1-3) are determined based on the number of hours a student works each week over the semester. (CSU)

NONCREDIT COURSES

College of Marin offers free noncredit courses in the following areas: English as a Second Language Noncredit (ESLN; please see ESL category for ESLN course listings), Nursing Education Vocational (Please see Nursing Education category for course listings) and Vocational.

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.